## PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS AUGUST 19, 2015

Pursuant to Section 19.84 and 59.14, <u>Wis. Stats.</u>, notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, August 19, 2015, at <u>7:00 p.m.</u>**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 7:00 p.m. Invocation. Pledge of Allegiance.

Opening Roll Call:

Present: Sieber, De Wane, Hoyer, Gruszynski, Erickson, Zima, Evans, Kaye, Buckley,

Landwehr, Dantinne, La Violette, Katers, Kaster, Van Dyck, Jamir, Robinson,

Clancy, Campbell, Blom, Schadewald, Lund, Fewell

Excused: Moynihan, Haefs

Supervisor Nicholson arrived at 7:09 p.m.

Total Present: 24 Total Excused: 2

### No. 1 -- ADOPTION OF AGENDA.

Vice Chairman Lund amended the agenda by moving item #11f (Initial Resolution authorizing Airport Improvement Refunding Bonds), item #11g (Initial Resolution authorizing Corporate Purpose Refunding Bonds) and item #10aii (2016 Insurance proposals) after item #9.

A motion was made by Supervisor Erickson and seconded by Supervisor Kaster "to adopt the agenda as amended." Voice vote taken. Motion carried unanimously with no abstentions.

#### No. 2 -- COMMENTS FROM THE PUBLIC:

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.

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\*See Item#10aii(15a) on page 6 for public comments.

#### No. 3 -- APPROVAL OF MINUTES OF JULY 15, 2015.

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane "to approve the minutes of the July 15, 2015 meeting". Voice vote taken. Motion carried unanimously with no abstentions.

#### No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.

Supervisor Erickson announced that last week Supervisor Kaye was honored by the USA Today newspaper for his military service during World War II. Supervisor Erickson stated he is proud to sit alongside and serve with Supervisor Kaye.

Supervisor Kaye thanked all those who have called him and sent cards since this acknowledgement by the USA Today. He also stated his thoughts are with those that paid the ultimate price because he was lucky enough to make it home from the war.

Supervisor De Wane expressed his condolences to the Sheriff's Department in the loss of their K9, Wix and to Deputy Lemberger for his loss.

Supervisor La Violette expressed her appreciation for all that the Sheriff's Department does to keep our community safe, especially as they have been dealing with so many difficult situations lately.

Supervisor Katers invited all to attend "movie in the park" at Josten Park on Friday evening at 7:30pm. He advised everyone to bring lawn chairs, blankets and come enjoy this free evening. Supervisor Katers also stated that on Monday, August 24<sup>th</sup> at 6:00pm there will be Rockin' in Josten with band "Hurry Up, Wait" playing in the park.

Supervisor Campbell reminded everyone that the Brown County Fair was currently going on at the fairgrounds and anyone wanting to go should do so. Supervisor Campbell also thanked the residents of District 21 for their patience during their recent 28-hour power outage.

Supervisor Zima requested the board members support the Southwest Library expansion. He also expressed his appreciation to Supervisor Erickson and those that attended the City Council meeting the previous evening in an effort to resolve the Renard Island easement issue. Supervisor Zima stated he hopes they can resolve the insurance proposal issues, adding that he feels the health care system is becoming a racket.

Supervisor Sieber thanked those Supervisors that attended the previous evening's City Council meeting in an effort to make forward progress on the Renard Island easement issue. Supervisor Sieber also reminded everyone of the upcoming 50<sup>th</sup> Anniversary celebration at UWGB on September 2, 2015. There are multiple events anyone can attend to celebrate the birthday of this great university.

## No. 5 -- COMMUNICATIONS. NONE.

#### LATE COMMUNICATIONS:

No. 5a -- FROM SUPERVISOR ERICKSON RE: REVIEW THIS SITUATION.

ELIMINATE IN-HOUSE PHA'S AND USE THE ANNUAL PHYSICIAN PHYSICALS TO BE SUBMITTED BY SEPT 1<sup>ST</sup> EACH YEAR AND MAYBE EXTEND THE PHYSICAL RESULTS FROM YOUR PERSONAL DOCTOR TO OCT 1<sup>ST</sup> THIS YEAR.

Refer to Executive Committee and Administration.

No. 5b -
FROM SUPERVISOR EVANS RE: TO PLACE A "JUST CAUSE" STANDARD BACK INTO THE EMPLOYEE HANDBOOK AND ORDINANCES IN ORDER TO PROVIDE REASSURANCE TO BROWN COUNTY EMPLOYEES IF TERMINATED, THERE WILL BE A FAIR AND JUST PROCESS FOLLOWED. "JUST CAUSE" AS DEFINED AS A PROGRESSIVE DISCIPLINE PROCESS SUCH AS A VERBAL WARNING, WRITTEN WARNING, SUSPENSION AND/OR TERMINATION (OR AUTOMATIC TERMINATION IF THE SITUATION WARRANTED IT).

Refer to Executive Committee and Administration.

No. 5c -- FROM SUPERVISOR CAMPBELL RE: EVALUATE PROCEDURES FOR EMERGENCY MANAGEMENT IN CASES OF LONG-TERM POWER OUTAGES WHEN THERE ARE TEMPERATURE EXTREMES AND/OR WHEN DISASTERS OCCUR. THIS WOULD INCLUDE EVALUATION OF COMMUNICATION PLANS AND PLANS FOR SETTING UP EMERGENCY SHELTERS.

Refer to Public Safety Committee.

At this time, Supervisor Kaster requested that employee's comments regarding health insurance be included in the minutes in their entirety.

- No. 6 -- APPOINTMENTS BY COUNTY EXECUTIVE.
- No. 6a -- APPOINTMENT/CONFIRMATION OF RYAN HOLZEM TO THE SOLID WASTE MANAGEMENT BOARD.

A motion was made by Supervisor Hoyer and seconded by Supervisor Katers "to approve the above appointment." Voice vote taken. Motion carried unanimously with no abstentions.

### No. 7a -- REPORT BY COUNTY EXECUTIVE.

County Executive Streckenbach was not present at the meeting.

### No. 7b -- REPORT BY BOARD CHAIRMAN.

Vice Chairman Lund reminded everyone to get with Alicia and Therese in the County Board office to make sure Annual Budget committee meetings are set up on different nights. Vice Chairman Lund stated this will make things much easier with the annual budget process when everyone can attend those meetings.

#### No. 8 -- OTHER REPORTS. NONE.

No. 9 -- COMMITTEE AS A WHOLE: Proclamation Declaring August 22, 2015 as "Women's Veterans Day".

A motion was made by Supervisor Erickson and seconded by Supervisor Dantinne "to approve the proclamation." Voice vote taken. Motion carried unanimously with no abstentions.

Item #11f (Initial Resolution authorizing Airport Improvement Refunding Bonds), item #11g (Initial Resolution authorizing Corporate Purpose Refunding Bonds) and item #10aii (2016 Insurance proposals) taken out of order at this time.

**Executive Committee and Special Administration Committee** 

No. 11f -- INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF APPROXIMATELY \$2,970,000 GENERAL OBLIGATION AIRPORT IMPROVEMENT REFUNDING BONDS OF BROWN COUNTY, WISCONSIN.

THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

**WHEREAS**, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds (the "Refunding Bonds"), in one or more series, to refinance certain maturities of the County's \$4,000,000 General Obligation Airport Improvement Bonds, Series 2005A dated June 9, 2005.

**BE IT FURTHER RESOLVED** that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said Refunding Bonds and shall prepare or cause to be prepared an Official Statement pursuant to Securities and Exchange Commission Rule 15c2-12.

**BE IT FURTHER RESOLVED** that the principal amount and terms of the Refunding Bonds will be set by the County Board of Brown County, Wisconsin, in a subsequent resolution.

Adopted: August 19, 2015.

Respectfully submitted,

EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE

**Fiscal Note:** 

This resolution does not require an appropriation from the General Fund. The refunding is expected to save approximately \$174,450 in debt service costs.

#### APPROVED BY CORPORATION COUNSEL

A motion was made by Supervisor DeWane and seconded by Supervisor Nicholson "to approve". Vote taken. Roll call #11f.

Ayes: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Erickson, Zima, Evans, Kaye,

Buckley, Landwehr, Dantinne, LaViolette, Katers, Kaster, Van Dyck, Jamir,

Robinson, Clancy, Campbell, Blom, Schadewald, Lund, Fewell.

Excused: Haefs, Moynihan

Total Ayes: 24 Total Nays: 0 Excused: 2

Motion carried.

Approved by: \_\_\_\_\_ Date: 08/25/2015

No. 11g -- INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF APPROXIMATELY \$3,775,000 GENERAL OBLIGATION CORPORATE PURPOSE REFUNDING BONDS OF BROWN COUNTY, WISCONSIN.

THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance certain maturities of the County's obligation identified below for the purpose of interest cost savings; and

**WHEREAS**, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds (the "Refunding Bonds"), in one or more series, to refinance certain maturities of the County's \$4,620,000 General Obligation Corporate Purpose Bonds, Series 2005B dated June 9, 2005 and certain maturities of the County's \$8,455,000 General Obligation Promissory Notes, Series 2008A dated March 1, 2008.

**BE IT FURTHER RESOLVED** that the Director of Administration (in consultation with the County's financial advisor, Public Financial Management, Inc.) shall take appropriate actions to provide for the sale of said Refunding Bonds and shall prepare or cause to be prepared an Official Statement pursuant to Securities and Exchange Commission Rule 15c2-12.

**BE IT FURTHER RESOLVED** that the principal amount and terms of the Refunding Bonds will be set by the County Board of Brown County, Wisconsin, in a subsequent resolution. Adopted: August 19, 2015.

Respectfully submitted,

EXECUTIVE COMMITTEE ADMINISTRATION COMMITTEE

#### **Fiscal Note:**

This resolution does not require an appropriation from the General Fund. The refunding is expected to save approximately \$394,761 in debt service costs.

#### APPROVED BY CORPORATION COUNSEL

A motion was made by Supervisor De Wane and seconded by Supervisor Campbell "to approve". Vote taken. Roll call #11g.

Ayes: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Erickson, Zima, Evans, Kaye,

Buckley, Landwehr, Dantinne, La Violette, Katers, Kaster, Van Dyck, Jamir,

Robinson, Clancy, Campbell, Blom, Schadewald, Lund, Fewell

Excused: Haefs, Moynihan

Total Ayes: 24 Total Nays: 0 Excused: 2

Motion carried.

Approved by: \_\_\_\_\_ Date: 08/25/2015

#### No. 10aii -- REPORT OF ADMINISTRATION COMMITTEE OF JUNE 25, 2015.

15a. Human Resources - 2016 Insurance Proposals. To recommend the proposal to the Executive Committee with the changes of increasing the \$750 single deductible to \$850 and the \$1500 family deductible to \$1600 and increasing the proposed wellness dollars of \$200 single to \$250 and \$400 family to \$500.

Cindy VanAsten, M3 Consultant, and Kim Smelzer, UMR Representative, addressed the board and took questions.

Following discussion, a motion was made by Supervisor Zima and seconded by Supervisor Erickson "to suspend the rules to allow a Brown County employee to speak on insurance issues". Vote taken. Roll call #10aii(1).

Ayes: Sieber, De Wane, Gruszynski, Erickson, Zima, Evans, Kaye, Dantinne, La

Violette, Kaster, Robinson, Clancy, Campbell, Schadewald, Lund, Fewell.

Nays: Nicholson, Hoyer, Buckley, Landwehr, Katers, Van Dyck, Jamir, Blom.

Excused: Haefs, Moynihan.

Total Ayes: 16 Totals Nays: 8 Excused: 2

Motion carried.

The following Brown County employees addressed the board during Comments From the Public and during discussion of #10aii(15a).

Cheryl A. Skenandore – See attachment A
Marty Adams – See attachment B
Amy Dingeldein – See attachment C
Dawn Roder – See attachment D
Kathy Radue – See attachment E
Ashley Vandermoss – See attachment F

#### **ATTACHMENT A**

To the best of my recollection, here are the points I addressed last night at the Brown County Supervisors' Board Meeting. I have included sites that I referenced to obtain this information:

- 1.) I questioned the Insurance Plan not including any tier one providers through Aurora and very few being available through other providers. We were then told during last night's board meeting, by the UMR and M3 representatives, that all Primary Care Providers-Family Practice, Internal Medicine, OB GYN, and Pediatrics- will be considered at the Tier 1 Level again for 2016. This is not represented in the literature we received or on the county website. Please see the two following examples from the Brown County website.
- A. Information telling us that 2015 is the only year "All Primary Care Providers- Family Practice, Internal Medicine, OB GYN, and Pediatrics- will be considered at the Tier 1 Level

http://www.employees.co.brown.wi.us/i\_brown/intranet\_d/Human%20Resources/2015%2 0Benefit%20Information/BROWN%20COUNTY%20FREQUENTLY%20ASKED%20QUESTI ONS.pdf

From within this document: Q. Are all doctors going to be Tier 1?

**A.** All Primary Care Providers- Family Practice, Internal Medicine, OB GYN, and Pediatrics- will be

considered at the Tier 1 Level for 2015 ONLY. Then in 2016 and beyond, it will be depend upon their Tier designation on the UMR website. For all other specialties, there will still be a Tier 1 or Tier 2 Designation for 2015.

B. This is again stated in another document on the county website:

http://www.employees.co.brown.wi.us/i\_brown/intranet\_d/Human%20Resources/Medical%20Insurance/Steps%20to%20check%20providers%20tier.pdf

From within this document: NOTE\*\* For 2015 ONLY- All PRIMARY CARE PROVIDERS (Family Practice, Internal Medicine, OB GYN, and Pediatrics) will be considered at the Tier 1 Level for 2015 ONLY. Then in 2016 and beyond, it will be dependent upon the providers Tier designation on the UMR website. For all other specialties, there will still be a Tier 1 or Tier 2 Designation for 2015.

2.) I addressed an increase in the deductible, because I was confused by the following language in the proposed insurance changes. It seems like a loss of \$ to the employee which is related to the deductible and HRA account.

Health Plan Deductible (in-network) \$2,000 Single /\$4,000 Family
Health Reimbursement Account (HRA) \$750 Single / \$1,500 Family
\$850/Single / \$1,600 Family\*
Roll over not to exceed deductible
Dollars used on deductible/copay
VEBA eliminated

- 3.) I addressed the inaccuracies in the PHA measurements of employees, which would have placed them in a worse tier for premiums, with a difference of 3 inches, 9 inches and unreliable blood pressure readings.
- 4.) I addressed the differences in findings between the Bellin PHA results and my own personal Physicians results completed within weeks of one another for all 3-4 years that the PHA's have been administered.
- 5.) I addressed employees having the opportunity to go to a Bellin nurse to get retested a few days after their PHA for blood pressure and having that nurse enter that information into their official results. This is not known to the rest of employees, therefore it is inequitable. It also gives preference to Bellin providers-why can't we use our Prevea, Aurora results to change PHA results?
- 6.) I addressed the wage study continuing to be on hold and salaries frozen, yet increasing our insurance in several areas:
  - Premiums
  - HRA/deductibles
  - Tier 1 limitation for primary providers(higher co-pay/coinsurance for tier 2)
  - Cutting short term disability to 50 %
  - No Tier 1 available for specialty doctors within the whole state for oncology, radiation etc... Expressed concern that folks dealing with these health concerns don't need the additional financial and emotional stress of not having doctors available at the Tier 1 rates.
- 7.) I stated, as a previous speaker had, that I was considered obese by the PHA and although I have a few pounds to lose, to the normal eye, most would not consider me obese.

## **ATTACHMENT B**

|        | I am here to speak about the proposed changes   |
|--------|---|
|        | That humon resources has sent out to de employeer   |
|        | on health inswance. First of all I am obese,  |
|        | according to the muse that reviewed my health assessment  |
|        | last year. My 2015 health assessment was a meetago  |
|        | and I weigh 1 16 less then a year ago, but 15 lbs.  |
|        | more than my high school weight 35t years ago.  |
|        | I will be peralized Bor my weight and choleston   |
|        | Which I have reviewed Choleshol readings for 25 year  |
| (B) 19 | The Bellin Nusse said that my 29 lbs that I   |
|        | would need to lose to get to my ideal weight would  |
|        | have me lose 28 lbs of Fat. I have 140 body fat x 2011  |
|        | and I be of muste. I have given you a Look at   |
|        | the Numbers graph. Some employees-200 that snoke  |
|        | or 20% of the workforce are looking at a \$5000 cut in  |
| 4      | pay, those that don't take the assessment are also looking  |
|        | employees 1.5 million dollars. This is the equavalent   |
| -      | of a mark a day constant aption a \$15 lenck I day  |
|        | of a pack a day soucker getting a 45/pack/day tax added with the Courties proposal. If sucking  |
|        | is this big of an issue put the \$15/ pack tax on all   |
|        | Convertes sold in the Counter.  |
|        | If the proposal goes thru there will be mass departures. An employee making 12/hour clearing or 124,000/yr, is looking at a 20% pays cut. An employee making \$50,000/yr. is looking at a 10% cut |
|        | mass deputives. An employee making \$12/hour  |
|        | Cleaning of \$24,000/ye, is looking of a 20% pays cut.  |
|        | An employee making \$50,000 yr is looking at a 10% cut  |
|        |   |
|        |   |
|        |   |
|        |   |

In the last year 3 of 7 savitavious left the county. I can guit any day. There ven employees can also be expected to legue. See the second handout. One were employee would opt out on gain \$2000 cash by going to the state. Make the some or more / hour. Work 4 days week versus 5 days. Have a state vehicle to drive which would cover all vehicle costs. The plan for health insurance Brown Canty of fass is thousands of dollars more for deductibles.

4000 / pewer in refuset, 8000 out of return the

4500 prescription drug cost. The proposal is going to put all

specialists as out of return, Brown County is not competitive,

As a board you can vote any way that you wish, but many, many many employees are watching. Brown County is losing employees and we have No qualified applicants to replace those that are open positions. My latest comorker left and the job has been posted 3 times with zero qualified applicants. What does that say I was on the Berefit advisory committee for 15 years and an extremely vession insurance and benefits. Do you have any Questions

- Marty Adams

#### Juno, Sandy L.

From: Adams, Marty L.

Sent: Monday, August 24, 2015 9:15 AM

To: Juno, Sandy L; Vandermoss, Ashley M.

Cc: Adams, Marty L.

Subject: FW: ETF Current News Update: Frequently Asked Questions about Health Insurance

Changes for 2016

#### Sandy & Ashley

I was out of the office on Friday and do not know If you received this information. The insurance benefits that I spoke about at the County Board meeting on Wed. night and the copy of the benefits that the board received as part of my two page hand out is attached in the ETF website.

Click on current issues below, then Click on the May 28<sup>th</sup> 2015 email titled" GIB Approves Health Insurance Benefits changes for 2016 "This information is available for anyone that wants to look at the ETF website for information. The state health plan benefits listed first is the plan that 98 % of employees are enrolled in .

This same information was sent out to all county employees around the June 10<sup>th</sup>2015 date of this email that I received from the ETF.

Thanks

Marty Adams

Marty Adams
610 S. Broadway St.
PO Box23600
Green Bay, WI 54305-3600
www.co.brown.wi.us/health
adams\_ml@co.brown.wi.us
Phone (920) 448-6417
Fax (920) 448-6479

From: Adams, Marty L.

Sent: Thursday, August 20, 2015 4:21 PM To: Adams, Marty L.; Vandermoss, Ashley M.

Subject: FW: ETF Current News Update: Frequently Asked Questions about Health Insurance Changes for 2016

#### Ashley

Please review for state employees. You can go to this website to get state employee Health benefit information which is where I got some of the information that was given to the board last night for comparison purposes.

Marty Adams

Marty Adams 610 S. Broadway St. PO Box23600 Green Bay, WI 54305-3600

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News





Department of Employee Trust Funds Revised June 9, 2015

#### GIB Approves Health Insurance Benefit Changes for 2016

The Group Insurance Board (GIB) has approved benefit changes and increased member cost sharing for the state's group health insurance program in 2016. The changes will provide a projected cost savings of \$85 million over the next two years, which meets requirements proposed in the 2015-2017 State Budget.

Here are the benefit changes at a glance:

## Coinsurance Uniform Benefits Plan (approximately 98% of ETF members are enrolled in this plan)

| 500 III. 188900 FOWL 188909 CAUSE | Single |         | Family  |         |
|-----------------------------------|--------|---------|---------|---------|
| Benefit Year                      | 2015   | 2016    | 2015    | 2016    |
| Deductible                        | so     | \$250   | \$0     | \$500   |
| Out-of-Pocket Limit               | \$500  | \$1,000 | \$1,000 | \$2,000 |

| Benefit Year                            | 2015               | 2016       |
|---|--------------------|------------|
| Primary Care Physician<br>Office Visit* | 10%<br>coinsurance | \$15 copay |
| Specialist Office Visits**              | 10%<br>coinsurance | \$25 copay |

<sup>\*</sup>The primary care copay will also apply to visits for chiropractic and therapy services.

Notes:

<sup>\*\*</sup>The specialty copay will also apply to urgent care visits.

- There is no copay or deductible for routine preventive health services.
- The state employee percentage share of premium contributions are currently 88% employer paid and 12% employee paid. Premium contributions for state employees are set by OSER in late August.
- These medical benefit changes do not apply to annuitants who are eligible for and enrolled in Medicare Parts A, B and D.

#### Standard Plan

|                                    | Single |         | Family  |         |
|------------------------------------|--------|---------|---------|---------|
| Benefit Year                       | 2015   | 2016    | 2015    | 2016    |
| Deductible (Preferred<br>Provider) | \$200  | \$250   | \$400   | \$500   |
| Out-of-Pocket Limit                | \$800  | \$1,000 | \$1,600 | \$2,000 |

Note: This does not apply to annuitants who are eligible for and enrolled in Medicare Parts A, B and D.

## High Deductible Health Plan and Health Savings Account (HSA)

|                               | s     | ingle | F     | amily   |
|-------------------------------|-------|-------|-------|---------|
| Benefit Year                  | 2015  | 2016  | 2015  | 2016    |
| HSA Employer<br>Contribution* | \$170 | \$750 | \$340 | \$1,500 |

<sup>\*</sup>The HSA employer contribution amounts listed are supported by the GIB, but the Office of State Employment Relations (OSER) makes the final determination on HSA contributions.

Note: The annual deductibles (\$1,500 Single / \$3,000 Family) and out-of-pocket maximums (\$2,500 Single / \$5,000 Family) remain the same for 2016.

#### **Pharmacy Benefits**

| Benefit Year      | 2015 | 2016 |
|-------------------|------|------|
| Member Costs      |      |      |
| Generic – Level 1 | \$5  | \$5  |
|                   |      |      |

| Brand – Level 2  | \$15                           | 20% (\$50 maximum)                       |
|--|--------------------------------|--|
| Brand – Level 3  | \$351                          | 40% (\$150 maximum) <sup>1</sup>         |
| Brand – Level 4  Preferred Pharmacy Non-preferred Pharmacy | \$15 <sup>2</sup><br>\$50      | \$50 <sup>2</sup><br>40% (\$200 maximum) |
| Member   | Out-of-Pocket Limits (OO       | PL)                                      |
| Levels 1 & 2   | \$410 Single / \$820<br>Family | \$600 Single / \$1,200<br>Family         |
| Level 4  | \$1,000 Single / \$2,000       | \$1,200 Single / \$2,400                 |

<sup>1</sup> Level 3 copays do not apply toward OOPL.

Note: This also applies to annuitants who are eligible for and enrolled in Medicare Parts A, B and D.

#### The GIB also approved:

- Adding coverage for advanced care planning and/or a palliative care
  consultation to ensure that members facing serious illness and survival of less
  than 6 months are informed of care options and are able to make treatment
  decisions based on their individual values and goals of care; and habilitative
  services that help members keep, learn, or improve skills and functioning for
  daily living.
- Shifting current dental benefits to a stand-alone, self-insured dental plan.
   Delta Dental of Wisconsin has been selected as the plan administrator, pending contract negotiations.

The 2015-2017 State Budget, currently under development by the legislature, contains a provision offering a \$2,000 opt-out incentive for state employees who choose not to enroll in the group health insurance program. The biennial state budget process has not been completed. Therefore, this provision is neither final nor approved.

Premium rates for state and local employees and retirees will be set after health plan contract negotiations are completed this summer by ETF. Then, rates for 2016 are approved by the GIB and announced in August.

You will have the opportunity to learn more about plan benefits for 2016 and make choices during the It's Your Choice open enrollment period, October 5-30, 2015.

Reduced copay applies when Preferred Specialty Medications are obtained from a Preferred Specialty Pharmacy.

#### **ATTACHMENT C**

The blood pressure cup that is used is too small and this in fact raises your blood pressure. The vials of blood are being kept for long periods of time in a bag and the longer it sits it increases the cholesterol levels. The scale is placed on carpeted floor which results in accurate readings. The measurements are not accurate; one of the nurses measured someone off by 3 inches and another by 9 inches. The process is not confidential. One of the Bellin employees announced a person's medical condition with other employees present. I personally had to have my blood pressure rechecked after I gave blood and they could not find my form, it was in the completed folder and they opened up the folder right in front of me and I could see other employee's forms with their information. We are wanting to know why we cannot have these assessments done by our own doctors who know us and spend time with us. This is more cost effective than having us do our yearly physicals (\$100 reimbursement to us for going yearly) plus having the PHA's which are about \$55 per employee. Just a regular office visit for me is about \$192.50 which is then yet another cost on top of the \$100 and \$55.

I have been working with Brown County in Child Protection for 10 ½ years and I am proud to be a Brown County employee and I love my job and I want to continue working for the county that I live in and that I care so much about. There is an emphasis on taking care of our client (as there should be) but not enough on taking care of our employees. We need to take care of us so that we can continue taking care of the people in Brown County that need our help.

Thank you, Amy Dingeldein

#### **ATTACHMENT D**

I have been a county employee for 37 years and have always been proud of providing services for my community, neighbors, and friends. When I started working for Brown County, I was excited and pleased. Brown County was where all the surrounding county employees wanted to work. We provided quality services and were always the leaders in developing appropriate service delivery systems. That has changed. Brown County now has constant turn-over. New employees now come here to get experience, so that they can go elsewhere. Management is constantly turning over, so there is no follow through or commitment to community programs or staff. The County has developed a process that yearly impacts workers financially. No raises and higher costs for insurance premiums and deductibles are now just a matter of fact. At this point in my life, it feels very punitive. We are not a poor county. We have money. And yet, all that is talked about is putting more and more of the cost of providing services on the backs of the employees.

Now that I am older, I have some financial stability for being a good manager of my financial resources. But, when I was a young worker and starting a family, it would have been a struggle to pay the high individual deductible and also pay for increased share of the insurance premium. Our salaries have not increased, so this continues to be a net financial loss year after year. When I started work, my deductible was \$0. Now there is even talk of punishing employees who retire from the county by increasing their insurance by 8.5% on top of paying 100% of the premium. Who does that to their committed staff?

Last year, these same insurance concerns were raised at the County Board committees. The Board Members of these committees requested information and reviewed the insurance proposal by HR. After getting accurate information, they made a decision on insurance and did not just follow the inaccurate info provided by HR. The Board members also stated that a Benefits committee should be started again, so that by the time the Board received an insurance proposal, the pros and cons had already been dealt with. This did not occur, and we are back at the same spot we were a year ago.

#### My questions are:

How do Board Members and county employees receive accurate information regarding the effects of Insurance changes?

Why is there a proposal to financially punish retirees who choose to pay 100% of the insurance cost? (I have met with an affordable health plan representative. Those plans are expensive and do not provide the same coverage as county insurance)

Last year and this year, the PHAs from Bellin continue to have inaccurate results. But, we continue to use those results for insurance planning and costs for employees. Why is that? (now we are being told that we can go to Bellin Express care or do some kind of on-line consult with them for no cost. Do you think any of us who have gotten inaccurate results want to go there?)

HR was told last year to develop a system, such as a benefits committee, to look into insurance changes prior to sending a proposal to the Board. Why are they not held accountable for not doing that?

Does anyone understand what the changes are regarding VEBA and the HSA?

-Dawn Roder

#### **ATTACHMENT E**

This email is in regards to my comments at the county board meeting regarding proposed insurance changes. I spoke mainly about the Tier system that was initiated in Jan. 2015. At the end of 2014 we were told that the county was going to implement a Tier System to determine the cost to employees for office visits for all physicians. They would rate and evaluate providers into a system that put them into Tiers based on what they said was an evaluation of the quality of the provider and cost efficiency.

If you go to a Tier 1 provider, employees pay 15.00 co-pay and 10% for the office visit in 2016, in 2015 this was a 15% co-pay at 100% although the info we got recently said there was no change from the 2015 rates but there is.

If you go to a Tier 2 provider the employee would pay a 30.00 co-pay and pay for 20% of the office visit, office visits to a Tier 2 provider are typically 80.00-90.00.

When introduced in 2015 employees came to the board because when looking for Tier 1 providers, there were very few, there were 0 Tier 1 providers, in a 15 mile radius, at Aurora in the areas of Pediatrics and Family Practice. We did not understand how you could implement a Tier system based on some criteria that very few providers fit into. Employees were scrambling to find and change providers to avoid these high office visit costs. At the last minute the County decided to grandfather in all Family Practice, Pediatrician and Internal Medicine providers for 2015. Employees have continued to leave Aurora throughout the year as in 2016 the grandfathered providers would be back at Tier 2. At the county board meeting the UMR rep stated that in 2016 the grandfathered providers would still be at Tier 1. THIS HAS NEVER BEEN COMMUNICATED TO EMPLOYEES AND OF THIS DATE AND TIME, WE STILL HAVE GOTTEN NO COMMUNICATION ABOUT IT SO IS THAT TRUE???

When asked how providers are rated through this Tier system we were told it was based on quality/outcomes and cost, how can UMR evaluate quality and outcomes without patients actual data, it is impossible. I believe it is strictly a system based on how much a provider charges. The UMR stated that not all providers have gone through the evaluation process because it is very complicated process and it is very difficult to evaluate certain specialties. I found that there are 0 oncologist in Tier 1 because none have been evaluated. To develop a system to evaluate providers to rate them into a Tier system and then to say the system is so complicated that is really can't be used on certain specialties has me beyond speechless. Does Aurora know that they are basically being squeezed out of our PPO and that people are leaving their company because UMR established a Tier system that very few of their providers are fitting into. Again, without the exception made last year for general doctors(family practice, pediatrician and internal medicince) 0 providers at Aurora, in a 15 mile radius of Green Bay, fit into Tier 1 for family practice and pediatrics. I have done extensive searching on the UMR website and these are the results.

When searching all In-Network providers, there are very few specialists that fit into Tier 1. This is what I found when conducting searches, in a 15 mile radius of Green Bay, of common specialties where a person may have reoccurring appointments that are going to run them between \$80.00-\$90.00 each time they have an office visit.

## Tier 1 specialty providers in a 15 mile radius of Green Bay

Allergy and Immunology- 4 providers, 0 at Aurora
Oncology-0
Radiology-1 provider, 0 at Aurora
Cardiology-24 providers 1 at Aurora
Dermatolgy-1 provider, 0 at Aurora
Neurology-17 providers, 3 at Aurora.
Internal Medicine-22 providers, 6 at Aurora.
(Many employees go to Aurora including my family, that is why I am focused on Aurora.)

Not taking into consideration the grandfathered providers as I see that as temporary and again we have heard nothing of that being a fact in 2016, I searched ALL IN NETWORK PROVIDERS OF ALL AREAS OF PRACTICE IN A 15 MILE RADIUS OF GREEN BAY, I FOUND 1,654 PROVIDERS, OF THOSE ONLY 254 FIT INTO A TIER 1 CATEGORY AT ANY CLINIC OR HOSPITAL, THAT IS APPROXIMATELY 15%. I am forwarding all of my search information to the committee, I was told to give it to Steve Fewell so he will have it as proof , at the meeting UMR and the reps said there were Aurora doctors but I found out there are none in a 15 miles radius, should we really have to drive farther than that to see a Tier 1 provider, does even make sense.

On top of the office visit, any tests or procedures that are done, the employee has to pay 100% until the 2000.00 individual or 4000.00 family deductible is met. For example, my son sprained his ankle, the office visit was 92.00, he was provided a stabilizing boot which cost 195.32 and an x-ray bill for 67.00, for that visit I owe BayCare 315.84. I will continue to pay out of pocket 100% for all procedures and tests conducted until I reach my deductible of 4000.00. There was a contribution to our HRA by the county of 2100.00 this year, they are proposing to dropping it to 1600.00 in 2016. So every year I will need to pay 2400.00 before my insurance starts covering anything other than an office visit but even then I will still need to pay the 80.00-90.00 office visit fee every time a walk into a Tier 2 physicians's office. Every year the contribution goes down and my cost go up.

Why would Brown County agree to a system that evaluates our providers for the purposes of determining what an employee will pay for services when the system cannot be used on certain specialty areas and only 15% of providers in the area fit into the less expensive category meaning that again a larger percent of the expenses will fall on the employees, this along with the proposed decrease of the HRA contribution by 600.00 for the family plan and a decrease in other areas including a decrease in short term disability payouts and retirees paying another 8.7% of the full premium when wanting to stay on the county plan at retirement. I have contacted Winnebago County and Outagamie, they all have much better plans. It feels like employees are being fooled into thinking this will be a good thing and save us money but when you do the research it just shows that the employees are getting hit with paying more for our insurance than what is presented in black and white because there are so few providers fitting into the Tier 1 catagory. This is why there is such distrust between the employees and the benefits department.

Brown County is having such a hard time retaining employees, every year we just expect another hit to our wages, insurance and work load, we never expect that things will at least stay the same or be better. I have worked for brown County for 25 years, on my taxes I report less income every year since 2010. I understand that the county has a budget, but so do the

employees and there are other counties who offer higher pay, better benefits with lower case loads so why wouldn't employees continue to go elsewhere, they will.

Thank You,

Kathy Radue, Social Worker Brown County Kinship Care Program

#### **ATTACHMENT F**

Here is documentation regarding the points I addressed at the County Board meeting on 8/19/15. I mostly discussed my concerns regarding the quality of the PHA's and some inconsistencies. In 2014 I was pregnant when it was time for the PHA's. I consulted with the PHA site coordinator for Human Services about how this would affect my ratings as I searched the intranet site and could not find answers. I was told by this contact that I still had to fast, even though I was pregnant. This does not seem align with promoting health for employees here at Brown County as it is not recommended to fast while being pregnant.

I later found on the Brown County Intranet website that I do not have to fast and I forwarded this information to the PHA site coordinator for her information. It is concerning how buried this information is and how difficult it is to find accurate information as the site coordinator could not provide me accurate information either.

When having the PHA conducted in 2014, I was told by Bellin staff that I did not need to have my blood drawn because I was pregnant. My co-worker, Schayna Wilson, was also pregnant and did not fast, but was told she did need to have her blood taken. Schayna was later told she had to have her blood taken because she did not provide the correct documentation. Schayna did provide the correct documentation at the correct time. Bellin staff misplaced this documentation and later found it. This is also highly concerning regarding confidentiality and makes me question how our personal and private information is handled.

Another co-worker, who was pregnant this year during the PHA's, had a different experience. This co-worker has not announced her pregnancy to her employer; therefore I will not use her name. After her PHA the Bellin staff member wished her well with her pregnancy, out loud in front of other employees. It does not seem as though Bellin staff are able to respect confidentiality with the way that the PHA's are conducted here at the Sophie Beaumont building.

The proposed changes for 2016 are also not supportive of healthy families. The Short Term Disability benefits are proposed to be cut from 60% to only 50% of wages paid. This makes it difficult for employees to have children and stay home to support them during the crucial time of infancy. I have been employed by Brown County for the past five years and I am passionate about my job as a child protective social worker. I am tasked with supporting families in our community and helping them to be healthy. I am only asking that Brown County, as my employer, does the same for my family. These proposed changes to the insurance package make it difficult for us as employees to support the health and overall wellbeing of our own families. We are not able to get raises and our take home pay continues to decrease through these changes. This is not a healthy situation for anyone.

If you have any further questions please let me know,

Ashley Vandermoss, MSW, CSW Child Protection Services

Following discussion, a motion was made by Supervisor Sieber and seconded by Supervisor De Wane "to return to normal order". Voice vote taken. Motion passed unanimously with no abstentions.

A motion was then made by Supervisor Dantinne and seconded by Supervisor Buckley "to refer back to Administration and Executive Committees". Voice vote taken. Motion carried.

Following further discussion, a motion was made by Supervisor Dantinne and seconded by Supervisor Buckley "to reconsider referral". Vote taken. Roll call #10aii(2).

Ayes: Nicholson, Buckley, Dantinne, La Violette, Jamir, Clancy, Campbell, Blom,

Fewell.

Nays: Sieber, De Wane, Hoyer, Gruszynski, Erickson, Zima, Evans, Kaye, Landwehr,

Katers, Kaster, Van Dyck, Robinson, Schadewald, Lund.

Excused: Haefs, Moynihan.

Total Ayes: 9 Total Nays: 15 Excused: 2

Motion failed.

Following discussion, a motion was made by Supervisor Nicholson and seconded by Supervisor Gruszynski "to receive and place on file". Voice vote taken. Motion carried unanimously with no abstentions.

#### **STANDING COMMITTEE REPORTS:**

## No. 10a -- REPORT OF ADMINISTRATION COMMITTEE OF JULY 23, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **ADMINISTRATION COMMITTEE** met in regular session on July 23, 2015 and recommends the following motions:

- 1. Child Support Budget Status Financial Report for June, 2015. Receive and place on file.
- 2. Child Support Agency Director Summary for July, 2015. Receive and place on file.
- 3. County Clerk Budget Status Financial Report for May, 2015. Receive and place on file.
- 4. Corporation Counsel Budget Status Financial Report for May and June, 2015. Receive and place on file.
- 5. Corporation Counsel Monthly Report for June, 2015. To approve.
- 6. Corporation Counsel Resolution re: Reorganization of Table of Organization of the Corporation Counsel Office (resolution to be provided prior to meeting). <u>To approve.</u> See Resolutions, Ordinances August County Board.
- 7. Treasurer Budget Status Financial Report for May, 2015. To approve.

- 8. Treasurer Treasurer's Report:
  - a. Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact). To hold for one month.
  - b. Update on publishing of Uncashed Checks List. Receive and place on file.
  - c. Discussion/Action regarding Depositories Designation List per WI Statute 59.61 (2). To approve.
- 9. Dept. of Administration Budget Status Financial Report for May, 2015. <u>Receive and place on file.</u>
- 10. Dept. of Administration 2015 Budget Adjustment Log. Receive and place on file.
- 11. Dept. of Administration Director's Report. Receive and place on file.
- 12. Human Resources Budget Status Financial Reports for May, 2015. Receive and place on file.
- 13. Human Resources Activity Report for June, 2015. Receive and place on file.
- 14. Human Resources Departmental Opening Summary. Receive and place on file.
- 15. Human Resources Human Resources Report/Director's Report. Receive and place on file.
- 16. Technology Services Budget Status Financial Report for May, 2015. <u>Receive and place on file.</u>
- 17. Technology Services 2016 Five-year Capital Improvement Plan (CIP). Receive and place on file.
- 18. Technology Services Responses/Update re: YouTube Streaming. Receive and place on file.
- 19. Technology Services Resolution in Support of Brown County Technology Services Proposal of Tablets for County Board Supervisors. *Referred back to Admin per July County Board.* To direct Technology Services to send out a survey to county Board Supervisors regarding tablets. See Resolutions, Ordinances August County Board.
- 20. Technology Services Technology Services Monthly Report/Director's Report. Receive and place on file.
- 21. Audit of bills. To pay the bills.

A motion was made by Supervisor Nicholson and seconded by Supervisor Kaye "**to adopt**". Voice vote taken. Motion carried unanimously with no abstentions.

## No. 10ai -- REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF AUGUST 19, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

#### Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in special session on August 19, 2015 and recommends the following motions:

1. Library – Resolution to Approve Funding for the Expansion of the Southwest Branch Library. <u>To Approve.</u>

A motion was made by Supervisor Schadewald and seconded by Supervisor Jamir "to approve". Motion carried.

1a. Department of Administration – Initial Resolution Authorizing the Issuance of Approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin. To Approve.

A motion was made by Supervisor Schadewald and seconded by Supervisor Jamir "to approve". Motion carried.

1b. Department of Administration – Initial Resolution Authorizing the Issuance of Approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. <u>To Approve.</u>

A motion was made by Supervisor Blom and seconded by Supervisor Jamir "to approve".

Motion carried.

A motion was made by Supervisor Gruszynski and seconded by Supervisor Zima "to receive and place on file". Voice vote taken. Motion carried unanimously with no abstentions.

# No. 10b -- REPORT OF EDUCATION & RECREATION COMMITTEE OF AUGUST 6, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **EDUCATION & RECREATION COMMITTEE** met in regular session on August 6, 2015 and recommends the following:

- 1. Review Minutes of:
  - a. Library Board (May 14, 2015). Receive and place on file.
  - b. Neville Public Museum Governing Board (June 8 & July 13, 2015). Receive and place on file.
- 2. Communication from Supervisors Erickson and Lund re: Create a ticket surcharge whenever possible to go into a maintenance fund for the arena complex to replenish the capital fund; *standing item per motion at July meeting*. No action taken.
- 3. Resch Centre/Arena/Shopko Hall Complex Attendance for the Brown County Veterans Memorial Complex. Receive and place on file.
- 4. Library Budget Status Financial Report for June, 2015. Receive and place on file.
- 5. Library 2015 Five-year Capital Improvement Plan (CIP). Receive and place on file.
- 6. Library Discussion and possible action re: Southwest Library Branch expansion. <u>To approve the bid of \$204,500.00 by Silvercrest Construction Group, take \$248,537.00 out of the General Fund and have a resolution drafted and sent to Administration Committee</u>
- 7. Library Discussion and possible action re: redesign and replacement of parking lot at Central Library. Receive and place on file.
- 8. Library Director's Report. Receive and place on file.
- 9. Museum Budget Status Financial Report for June, 2015. Receive and place on file.
- 10. Museum Director's Report. Receive and place on file.
- 11. Golf Course Budget Status Financial Report for June, 2015. Receive and place on file.
- 12. Golf Course Superintendent's Report for July, 2015. Receive and place on file.
- 13. Parks Budget Status Financial Report for June, 2015. Receive and place on file.
- 14. Parks Open Positions Report. Receive and place on file.

- Park Mgmt Approval of bid for Bay Shore dredging. <u>To approve Veit & Company Inc.</u> for \$104,000.
- 15. Park Mgmt Discussion re: maintenance on State Trails within Brown County. Receive and place on file.
- 16. Park Mgmt Discussion re: permitting issue with the Way Morr bridge project. Receive and place on file.
- 17. Approval of 2015 hunting dates and seasons in the Parks. To approve.
- 18. Park Mgmt Approval of friend's group contribution; *motion at July meeting: To hold the policy for 30 days.* To approve.
- 19. Park Mgmt Budget Adjustment Request (15-53): Any increase in expenses with an offsetting increase in revenue. <u>To approve</u>.
- 20. Park Mgmt Resolution re: To approve an easement from Brown County to the City of De Pere for a sanitary sewer line. <u>To approve</u>. See Resolutions, Ordinances August County Board.
- 21. Park Mgmt Field Staff Reports/Attendance Reports. Receive and place on file.
- 22. Park Mgmt Assistant Director's Report. Receive and place on file.
- 23. Zoo Budget Status Financial Report for June, 2015. Receive and place on file.
- 24. Zoo Monthly Activity Report for July, 2015. Receive and place on file.
- 25. Zoo & Park Management: 2015 Five-year Capital Improvement Plan (CIP). Receive and place on file.
- 26. Audit of bills. To pay the bills.

A motion was made by Supervisor Zima and seconded by Supervisor Kaye "to adopt". Supervisor Evans requested item #1a be taken separately. Voice vote taken on remainder of items. Motion passed unanimously with no abstentions.

Item #1a, Review of minutes of the Brown County Library Board of May 14, 2015.

After discussion, a motion was made by Supervisor Evans and seconded by Supervisor Nicholson "to approve". Voice vote taken. Motion carried unanimously with no abstentions.

#### No. 10c -- REPORT OF EXECUTIVE COMMITTEE OF AUGUST 10, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **EXECUTIVE COMMITTEE** met in regular session on August 10, 2015 and recommends the following motions:

- Vacant Budgeted Position Administration Buyer Vacated 7/31/15.
- 2. Vacant Budgeted Position Airport Electrician Vacated 7/31/15.
- 3. Vacant Budgeted Position Clerk of Courts Clerk II Vacated 7/15/15.
- 4. Vacant Budgeted Position District Attorney Legal Assistant I Vacated 7/31/15.
- 5. Vacant Budgeted Position Human Services Economic Support Specialist (x2) Vacated 7/2/15; 7/17/15.
- 6. Vacant Budgeted Position Human Services Social Worker/Case Manager (x3) Vacated 10/14/15; 7/16/15; 8/21/15.
- 7. Vacant Budgeted Position Land & Water Conservation Agronomist Technician Vacated 7/31/15.

- 8. Vacant Budgeted Position Public Safety Communications Emergency Management Coordinator Vacated 7/21/15.
- 9. Vacant Budgeted Position Public Works (Facilities) Facility Worker Vacated 8/14/15.
- Vacant Budgeted Position Public Works (Facilities) Housekeeper (.5 FTE) Vacated – 7/23/15.
- 11. Vacant Budgeted Position Public Works (Highway) Highway Crew Vacated 6/18/15.
- 12. Vacant Budgeted Position Public Works (Highway) Operations Manager Vacated 8/3/15.
- 13. Vacant Budgeted Position Public Works (Highway) Superintendent Vacated 8/4/15.
- 14. Vacant Budgeted Position Register of Deeds Clerk/Typist III Vacated 4/20/15.
- 15. Vacant Budgeted Position Sheriff's Office Civil Process Clerk Vacated 8/24/15.
- 15a. Vacant Budgeted Position Corporation Counsel Administrative Secretary Vacated 7-16-15.
  - i. Suspend the rules to take Items 1-15a together.
  - ii. To hold Items 12 and 13 for one month.
  - iii. To approve Items 1, 2, 3, 4, 5, 6, 7, 8, 9.10, 11, 14, 15 and 15a.
- 16. Legal Bills Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
- 17. County Executive Report.
  - a) Budget Status Financial Report for June, 2015.
    - i. To hold until the County Executive arrives.
    - ii. Receive and place on file.
    - iii. To approve.
- 18. Internal Auditor Report.
  - a) Budget Status Financial Report for June, 2015. To approve.
  - b) Budget Status Financial Report (Veterans' Recognition Subcommittee) for June, 2015.

To approve.

- c) Monthly Status Update: July 1 July 31, 2015. Receive and place on file.
- 19. Human Resources Report.
  - a) August Human Resources Report. Receive and place on file.
- 20. Resolution Adopting Brown County's 2016 Five-Year Capital Improvement Plan. <u>To</u> approve. See Resolutions, Ordinances August County Board.
- 21. Resolution re: Reorganization of the Corporation Counsel Table of Organization. <u>To approve</u>. See Resolutions, Ordinances August County Board.
- 22. Resolution re: Change in Table of Organization for Land and Water Conservation Project Manager. To approve. See Resolutions, Ordinances August County Board.
- 23. Initial Resolution Authorizing the Issuance of Approximately \$2,970,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin. <u>To approve</u>. See Resolutions, Ordinances August County Board.
- 24. Initial Resolution Authorizing the Issuance of Approximately \$3,775,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin. <u>To</u> approve. See Resolutions, Ordinances August County Board.
- 25. Treasurer ACTION Review and approval or rejection of bids for tax deed properties:
  - a. Parcel 18-523 1027 N. Chestnut Ave. Green Bay Vacant lot
  - b. Parcel 21-293-1 2119 Eastman Ave. Green Bay Vacant lot
  - c. Parcel 6-403 855 N. Mitchell St. Green Bay Vacant lot d. Parcel 7-326 921 Smith St. Green Bay Vacant lot
    - i. Suspend the rules to take Items 25a-d together.

- ii. <u>To put Parcels 18-523, 21-293-1, 6-403 and 7-326 out for bid with a minimum</u> bid of \$100.
- e. Parcel 17-880 445 S. Baird St. Green Bay lot and shell home To approve the bid of \$5,876 by Frank Schneider on Parcel 17-880.
- f. Parcel 14-411 308 S. Quincy St. Green Bay Vacant lot To approve the bid of \$2,639 by the City of Green Bay Redevelopment Authority on Parcel 14-411.
- g. Parcel 21-1331-1 916/910 Bellevue St. Green Bay Vacant lot To approve the combined sale of Parcel 21-1331-1 with Keith Phillips paying \$1,595 and Kerry and Doris Burdick paying \$1,305 within 90 days of today's date.
- 26. Discussion/Action regarding hiring a commercial Realtor for selling the commercial properties obtained in 2015 Foreclosure Action. To sell the commercial properties with the same methodology used for residential properties, establishing the price high enough to obtain the price they are looking for so they don't have to obtain a realtor.
- 27. Open Session: Discussion and possible Motion to convene in closed session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39. To enter into closed session.
- 28. Convene in Closed Session to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), any meeting of a governmental body may be convened in closed session for purposes of: (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." To reconvene in open session.
- 29. Reconvene into Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. *No action taken.*
- 30. Other. To hold the September Executive Committee meeting on September 8.

A motion was made by Supervisor Sieber and seconded by Supervisor De Wane "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

#### No. 10ci. -- REPORT OF SPECIAL EXECUTIVE COMMITTEE OF AUGUST 19, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in special session on August 19, 2015 and recommends the following motions:

- 1. Discussion/Action regarding hiring a commercial Realtor for selling the commercial properties obtained in 2015 Foreclosure Action. <u>To Approve.</u>
  - A motion was made by Supervisor Van Dyck and seconded by Supervisor Buckley "to receive and place on file". Motion carried.
- 2. Open Session: Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as: EASTMANS ADD LOT 9 BLK 39. To Approve.

A motion was made by Supervisor Buckley and seconded by Supervisor Evans "to receive and place on file". Motion carried.

A motion was made by Supervisor Erickson and seconded by Supervisor Nicholson "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

- No. 10d -- REPORT OF HUMAN SERVICES COMMITTEE No Meeting, No Report.
- No. 10e -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE OF JULY 27, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE** met in regular session on July 27, 2015 and recommends the following motions.

- 1. Communication from Supervisor Schadewald re: Request an update on facility usage studies. Receive and place on file.
- 2. Public Works 2016 Five-Year Capital Improvement Plan for Public Works. Receive and place on file.
- 3. Public Works Discussion re: Options and/or Solutions for Manor House Building in Morrison.
  - To send Item 3, Manor House Building in Morrison, to the Health Department,

    Corporation Counsel and Human Services to act on the deteriorating building and overall health hazard immediately with a recommendation of a daily fine.
- 4. Public Works Discussion re: 45 mph Speed Limit from Mill Center to FF on Highway C. Receive and place on file.
- Public Works Ordinance Dealing with Revision of Speed Zone on CTH V, Village of Bellevue.
   To approve.
- 6. Public Works Ordinance Dealing with Revision of Speed Zone on CTH C, Town of Pittsfield and Village of Howard. To approve.
- 7. Public Works Summary of Operations. Receive and place on file.
- 8. Public Works Director's Report. Receive and place on file.
- 8a. Public Works Budget Adjustment Request (15-50): Any increase in expenses with an offsetting increase in revenue. <u>To approve.</u>

- 9. Airport Discussion of development around the airport by developer Garritt Bader. Hold for one month.
- 10. Airport 2016 Five-Year Capital Improvement Plan for Airport. Receive and place on file.
- 11. Airport Open Positions. Receive and place on file.
- 12. Airport Budget Status Financial Report for June, 2015. Receive and place on file.
- 13. Airport Director's Report. Receive and place on file.
- 14. Port & Resource Recovery Resolution re: Rescinding May 21, 2014 Renard Island Causeway Ownership Transfer Resolution. *Motion at February Meeting: To use any legal means necessary to obtain an easement at Sauk Road from the City of Green Bay to access the causeway and Renard Island. June motion: Hold for one month.* To hold until September.
- 15. Port & Resource Recovery 2016 Five-Year Capital Improvement Plan for Port & Resource Recovery. Receive and place on file.
- 16. Port & Resource Recovery 2015 Port Strategic Plan-Request for Approval. <u>To approve with the correction.</u>
- 17. Port & Resource Recovery 2<sup>nd</sup> Qtr Port Budget Status Report. <u>To hold Items 17 & 18.</u>
- 18. Port & Resource Recovery 2<sup>nd</sup> Qtr Resource Recovery Budget Status Report. See Item 17.
- 19. Port & Resource Recovery Director's Report. Receive and place on file.
- 20. UW-Extension Budget Status Financial Report for June, 2015. Receive and place on file.
- 21. UW-Extension Department Opening Summary. Receive and place on file.
- 22. UW-Extension Director's Report. Receive and place on file.
- 23. Planning Commission Budget Status Financial Report for May, 2015 and June, 2015. Receive and place on file.
- 24. Planning Commission Budget Adjustment Request 15-45: Any allocation from a department's fund balance. <u>To approve.</u>
- 25. Planning Commission Resolution Authorizing Submittal of an Application for the Community Development Block Grant Housing Program for small cities. <u>To approve.</u> See Resolutions, Ordinances August County Board.
- 26. Planning Commission 2016 Five-Year Capital Improvement Plan for Planning and Land Services.

  Receive and place on file.
- 27. Planning Commission Update re: Development of the Brown County Farm property standing item. No report.
- 28. Property Listing Budget Status Financial Report for May, 2015 and June, 2015. Receive and place on file.
- 29. Zoning Budget Status Financial Report for May, 2015 and June, 2015. <u>Receive and place on file.</u>
- 30. Zoning Request for waiver of shoreland permit double fee. To waive the double fee.
- 31. Audit of bills. To audit the bills.

A motion was made by Supervisor Dantinne and seconded by Supervisor Erickson "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

#### No. 10f -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF JULY 27, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

#### Ladies and Gentlemen:

The **LAND CONSERVATION SUB COMMITTEE** met in regular session on July 27, 2015 and recommends the following motions.

- 1. Resolution re: Change in Table of Organization for Land and Water Conservation Project Manager. To approve. See Resolutions, Ordinances August County Board.
- 2. Budget Status Financial Report for June, 2015. Receive and place on file.
- 3. Open Positions. Receive and place on file.
- 4. Directors Report. Receive and place on file.

A motion was made by Supervisor Sieber and seconded by Supervisor Landwehr "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

### No. 10g -- REPORT OF PUBLIC SAFETY COMMITTEE OF AUGUST 5, 2015.

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PUBLIC SAFETY COMMITTEE** met in regular session on August 5, 2015 and recommends the following motions.

- 1. Review minutes of:
  - a. Fire Investigation Task Force (April 16, 2015).
  - b. Local Emergency Planning Committee (May 12, 2015).
  - c. Traffic Safety Commission (April 30, 2015).

    Receive and place on file Items 1 a, b and c.
- 2. Communication from Supervisor Zima re: That the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population. To have this item as a standing item for monthly updates.
- 3. Circuit Courts, Commissioners, Probate Budget Status Financial Report for June, 2015. Receive and place on file.
- 4. Public Safety Communications Public Safety Communications 2015 Five-year Capital Improvement Plan (CIP). Receive and place on file.
- 5. Medical Examiner Budget Status Financial Report for June, 2015. Receive and place on file.
- 6. Medical Examiner Activity Spreadsheet. Receive and place on file.
- 7. Clerk of Courts Budget Status Financial Report for June, 2015 (including 2014 and 2015 comparisons). Receive and place on file.
- 8. Clerk of Courts Standing Item per motion at April meeting—Request for representation from the Clerk of Courts and Courts to attend each meeting through the end of 2015 to provide monthly updates including various reports as requested by this Committee. May Motion: To refer to the Clerk of Courts office to meet with Corporation Counsel and come back with a recommendation as to at what point GAL bills should be converted to a civil judgment; June Motion: Hold for one month; July Motion: Receive and place on file. See action at Item 9 below.
- 9. Clerk of Courts Discussion and possible action re: Timeframe for converting unpaid GAL bills to civil judgments. Receive and place on file Items 8 and 9.

- 10. Clerk of Courts Support for Senate Bill 114, resolution to be provided prior to meeting.

  To have Clerk of Courts John Vander Leest bring back a resolution in support of Senate Bill 114 at the September meeting.
- 11. Clerk of Courts Clerk of Court's Report. Receive and place on file.
- 12. Sheriff Budget Status Financial Report for June, 2015. Receive and place on file.
- 13. Sheriff Key Factor Report through June, 2015. Receive and place on file.
- 14. Sheriff Jail Average Daily Population by Month and Type for the Calendar Year 2015. Receive and place on file.
- 15. Sheriff Budget Adjustment Request (15-43): Any increase in expenses with an offsetting increase in revenue. <u>To approve</u>.
- 16. Sheriff Sheriff's Report. Receive and place on file.
- 17. Emergency Management Budget Adjustment Request (15-44): Any increase in expenses with an offsetting increase in revenue. To approve.
- 18. Audit of bills. No action taken.

A motion was made by Supervisor Clancy and seconded by Supervisor La Violette "to adopt". Supervisor Evans requested that item #16 be taken separately. Voice vote taken on the remainder of the report. Motion carried.

<u>Item #16, Sheriff's Report</u>. After discussion, a motion was made by Supervisor Landwehr and seconded by Supervisor Buckley "**to approve**." Voice vote taken. Motion carried unanimously with no abstentions.

## No. 11 -- Resolutions, Ordinances:

#### **Budget Adjustments Requiring County Board Approval.**

## No. 11a -- RESOLUTION APPROVING BUDGET ADJUSTMENTS TO VARIOUS DEPARTMENT BUDGETS.

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS,** within the past 30 days departments have submitted the following adjustments to their departmental budgets that, per Wisconsin State Statutes, require approval by a 2/3 vote of the full County Board:

This request is to increase overtime and fringe benefits to reflect participation in a WI DOT

15-43 BOTS Speed Task Force enforcement grant. This task force grant is administered by the Green

Sheriff Bay Police Dept and runs the summer months of 2015 only. Increased expenses are offset by grant revenue.

Amount: \$9,672

15-44 Emergency Management-Hazmat's EPCRA equipment grant awarded for the 2015 year was more than originally anticipated. The 20% match requirement of this grant is typically met by using fund balance. This budget adjustment is to appropriate the additional funding and to redistribute to the proper general ledger accounts.

Amount: \$3,318

In 2014, the Hazmat team received a \$1,000 donation for equipment/supplies damaged during a certain incident. This budget adjustment is requesting the use of fund balance to purchase the replacement equipment/supplies.

Amount: \$1,000

Planning and Land Services originally anticipated issuing more loans from the Brown County
CDBG – Housing Revolving Loan Fund program in 2014. This budget adjustment request is to appropriate the remaining CDBG-Housing RLF fund balance to be spent in 2015.

Amount: \$59,715

15-50 When the carryover was done for the Highway Capital Projects the Local Revenue was miscalculated at only \$13,984 in the 442 fund. This was the original budget amount as it was assumed the only billable project remaining would be a small portion of GV-9. GV-10, however was pushed off to 2015 construction and is a 50/50 project so we need to add local revenues and corresponding expenses to this fund for 2015.

Amount: \$749,156

This budget adjustment is to allocate \$20,000 of salary savings from the Executive's budget to the Park Department for the partial funding of Park improvement projects to be administered by various Friends of the Parks groups. These Friends of the Park groups will raise donations to fund the majority of the projects and Brown County will recognize contributed capital for these donated assets.

Amount: \$20,000

The Friends of Neshota Park fundraising for a playground at Neshota Park with a cost of \$35,000. Brown County will allocate \$10,000 of the \$20,000 Executive salary savings to this project.

Amount: \$10,000

The Wayside Morrison Lions Club is fundraising for a new bridge at Way Morr Park with a cost of \$35,000. Brown County will allocate \$10,000 of the \$20,000 Executive salary savings to this project.

Amount \$10,000

Bay Nordic Ski Trail group is fundraising for lighted ski trails at the Reforestation Camp with a total cost of \$270,000.

Amount: \$270,000

and,

**WHEREAS**, these budget adjustments are necessary to ensure activities are appropriated and accounted for properly.

**NOW, THEREFORE, BE IT RESOLVED,** that the Brown County Board of Supervisors hereby approves the above listed budget adjustments.

Respectfully submitted, EDUCATION & RECREATION P D & T COMMITTEE PUBLIC SAFETY COMMITTEE

|   | ATTACHMENTS TO RESO  | I LITION #11A   |
|---|--|---|
| Approved by:                            | Troy Streckenbach  | Date: 08/25/2015  |
|   | by Supervisor La Violette and seco<br>lotion carried unanimously with no a | anded by Supervisor Hoyer <b>"to adopt".</b> abstentions. |
| Fiscal Note: The fisc                   | cal impact is as described in each in                                      | ndividual budget adjustment listed above                  |
| Authored by Adminis Approved as to form | stration<br>by Corporation Counsel   |   |

ATTACHMENTS TO RESOLUTION #11A
ON THE FOLLOWING PAGES

15-43

## **BUDGET ADJUSTMENT REQUEST**

|  | gory  | Approval Level  |
|--|---|---|
|  | Reallocation from one account to another in the same level of appropriation   | Dept Head   |
| □ 2  | Reallocation due to a technical correction that could include:  Reallocation to another account strictly for tracking or accounting purpo  Allocation of budgeted prior year grant not completed in the prior year  | Director of Admin                                     |
| □3   | Any change in any item within the Outlay account which does not require the<br>reallocation of funds from another level of appropriation  | County Exec   |
| □ 4  | Any change in appropriation from an official action taken by the County Boar<br>(i.e. resolution, ordinance change, etc.)   | d County Exec   |
| □ 5  | <ul> <li>Reallocation of <u>up to 10%</u> of the originally appropriated funds between a<br/>levels of appropriation (based on lesser of originally appropriated amount</li> </ul>  | ny Admin Committee<br>ts)                             |
| □ 5  | <ul> <li>Reallocation of more than 10% of the funds original appropriated between<br/>of the levels of appropriation.</li> </ul>  | on any Oversight Comm<br>2/3 County Board             |
| □ 6  | Reallocation between two or more departments, regardless of amount  | Oversight Comm<br>2/3 County Board                    |
| ⊠7   | Any increase in expenses with an offsetting increase in revenue   | Oversight Commy<br>2/3 County Board                   |
| □8   | Any allocation from a department's fund balance   | Oversight Comm<br>2/3 County Board                    |
| 2017/1900  | Any allocation from the County's General Fund   | Oversight Comm<br>Admin Committee<br>2/3 County Board |
| 5.55883  | fication for Budget Change:<br>equest is to increase overtime and fringe benefits to reflect participation in a W   | in DOT BOTE Sand Test                                 |
| and the  | advantage overtime and minge benefits to reflect participation in a W   | THE CALL PROJECT NAMED AND ADDRESS OF                 |
| Force  | enforcement grant This task force grant is administered by the Green Bay P<br>er months of 2015 only. Increased expenses are offset by grant revenue.   | olice Dept. and runs the                              |
| Force  | enforcement grant This task force grant is administered by the Green Bay Pieer months of 2015 only. Increased expenses are offset by grant revenue. , ase revenues \$9,672 offset by increase in expenses of \$9,672. No tax levy efficiency  | olice Dept. and runs the                              |
| Force<br>summa<br>Increa   | er months of 2015 only. Increased expenses are offset by grant revenue ase revenues \$9,672 offset by increase in expenses of \$9,672. No tax levy effi   | olice Dept. and runs the                              |
| Force<br>summa<br>Increasi   | ner months of 2015 only. Increased expenses are offset by grant revenue  ase revenues \$9,672 offset by increase in expenses of \$9,672. No tax levy efforts are considered as a second of the constant of th | ect.  |
| Force<br>summa<br>Increa   | ase Decrease Account # Account Title  100.074,070,4301 Federal grants 100.074,070,5103,000 Premium overtime   | ect.  Amount  |
| Force<br>summa<br>Increasi   | ner months of 2015 only. Increased expenses are offset by grant revenue  ase revenues \$9,672 offset by increase in expenses of \$9,672. No tax levy efforts are considered as a second of the constant of th | Amount  |
| Force<br>summa<br>Increasi   | ase Decrease Account # Account Title  100.074,070,4301 Federal grants 100.074,070,5103,000 Premium overtime   | Amount \$9,672 \$8,221                                |
| Increasion Company Com | ase Decrease  | Amount \$9,672 \$8,221                                |

Revised 4/1/14

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15-44

#### **BUDGET ADJUSTMENT REQUEST**

| Categ   | ory   | Approval Level  |
|---------|---|---|
|         | Reallocation from one account to another in the same level of appropriation   | Dept Head   |
| □ 2     | Reallocation due to a technical correction that could include:  Reallocation to another account strictly for tracking or accounting purposes  Allocation of budgeted prior year grant not completed in the prior year | Director of Admin                                     |
| □3      | Any change in any item within the Outlay account which does not require the<br>reallocation of funds from another level of appropriation  | County Exec   |
| □4      | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)   | County Exec   |
| □ 5     | <ul> <li>Reallocation of <u>up to 10%</u> of the originally appropriated funds between any<br/>levels of appropriation (based on lesser of originally appropriated amounts)</li> </ul>                                | Admin Committee                                       |
| □5      | <ul> <li>Reallocation of more than 10% of the funds original appropriated between any<br/>of the levels of appropriation.</li> </ul>  | Oversight Comm<br>2/3 County Board                    |
| □6      | Reallocation between two or more departments, regardless of amount  | Oversight Comm<br>2/3 County Board                    |
| ⊠7      | Any increase in expenses with an offsetting increase in revenue   | Oversight Comm<br>2/3 County Board                    |
| □8      | Any allocation from a department's fund balance   | Oversight Comm<br>2/3 County Board                    |
| □ 9     | Any allocation from the County's General Fund   | Oversight Comm<br>Admin Committee<br>2/3 County Board |
| Justifi | cation for Budget Change:   |   |

budget adjustment is to appropriate the additional funding and to redistribute to the proper general ledger accounts. Budget Impact: \$3,318

In 2014, the Hazmat team received a \$1,000 donation for equipment/supplies damaged during a certain incident. This budget adjustment is requesting the use of fund balance to purchase the replacement equipment/supplies. Budget Impact: \$1,000

| Increase    | Decrease          | Account #                | Account Title                      | Amount    |         |
|-------------|-------------------|--------------------------|------------------------------------|-----------|---------|
| $\boxtimes$ |                   | 101.013.011.045.4302     | Hazmat State Grant Revenue         | \$1,799   |         |
|             | $\boxtimes$       | 101.013.011.045.5300     | Hazmat Supplies                    | \$2,367   |         |
| $\boxtimes$ |                   | 101.013.011.045.6110.020 | Hazmat Outlay Equipment (\$5,000+) | \$5,685   |         |
|             | $\boxtimes$       | 101.3300.200             | Hazmat Fund Balance                | \$1,519   |         |
|             |                   | 101.013.011.045.5300     | Hazmat Supplies                    | \$1,000   | 6/30/14 |
|             | $\boxtimes$       | 101.3300.200             | Hazmat Fund Balance                | / \$1,000 | 46      |
|             | Signature of Depa |                          | Signature of POA of Ere            | cutive    | _       |
| Departmen   |                   |                          | Date: 6/29/15                      |           |         |
| Dat         | e: 6-2            | 3-15                     |                                    |           |         |

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15-45

### **BUDGET ADJUSTMENT REQUEST**

| Categ      | rory  | Approval Level  |
|------------|---|---|
| □ 1        | Reallocation from one account to another in the same level of appropriation   | Dept Head   |
| □2         | Reallocation due to a technical correction that could include:  Reallocation to another account strictly for tracking or accounting purposes  Allocation of budgeted prior year grant not completed in the prior year | Director of Admin                                     |
| □3         | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation   | County Exec   |
| □ 4        | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)   | County Exec   |
| □5         | <ul> <li>Reallocation of <u>up to 10%</u> of the originally appropriated funds between any<br/>levels of appropriation (based on lesser of originally appropriated amounts)</li> </ul>                                | Admin Committee                                       |
| □ 5        | <ul> <li>Reallocation of <u>more than 10%</u> of the funds original appropriated between any<br/>of the levels of appropriation.</li> </ul>   | Oversight Comm<br>2/3 County Board                    |
| □6         | Reallocation between two or more departments, regardless of amount  | Oversight Comm<br>2/3 County Board                    |
| <b>□</b> 7 | Any increase in expenses with an offsetting increase in revenue   | Oversight Comm<br>2/3 County Board                    |
| ⊠8         | Any allocation from a department's fund balance   | Oversight Comm 2<br>2/3 County Board                  |
| □9         | Any allocation from the County's General Fund   | Oversight Comm<br>Admin Committee<br>2/3 County Board |
| Budge      | Impact: \$59,715  |   |
| ncreas     | e Decrease Account # Account Title  | Amount  |
|            | <ul> <li>         □ 256.066.069.5700 Housing RLF Contracted Services     </li> <li>         □ 256.3300.200 Housing RLF Fund Balance     </li> </ul>   | \$59,715<br>\$59,715                                  |
|            |   | .AL   |
|            | // 10 AUTHORIZATIONS  | If soul   |
| /          | how from the !  | /V1   |
| epartm     | 2/  | Executive   |
|            | late: 6/25/15   |   |
|            |   | Revised 47V14   |
|            |   |   |
|            |   |   |

BUDGET ADJUSTMENT REQUEST

15-50

| Category       |   |  |  | Approval Level                       |  |
|----------------|---|--|--|--------------------------------------|--|
|                | Reallocation from one account to another in the same level of appropriation   |  | Dept Head  |                                      |  |
| □ 2            | Reallocation due to a technical correction that could include:  Reallocation to another account strictly for tracking or accounting purposes  Allocation of budgeted prior year grant not completed in the prior year |  | Director of Admin  |                                      |  |
| □ 3            | Any change in any item within the Outlay account which does not require the<br>reallocation of funds from another level of appropriation  |  |  | County Exec                          |  |
| □4             | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)   |  |  | County Exec                          |  |
| □ 5            | <ul> <li>Reallocation of <u>up to 10%</u> of the originally appropriated funds between any<br/>levels of appropriation (based on lesser of originally appropriated amounts)</li> </ul>                                |  |  | Admin Committee                      |  |
| □ 5            | <ul> <li>Reallocation of more than 10% of the funds original appropriated between any<br/>of the levels of appropriation.</li> </ul>  |  |  | Oversight Comm<br>2/3 County Board   |  |
| □6             | 6 Reallocation between two or more departments, regardless of amount  |  |  | Oversight Comm<br>2/3 County Board   |  |
| ⊠7             | 7 Any increase in expenses with an offsetting increase in revenue   |  |  | Oversight Comm<br>2/3 County Board   |  |
| □8             | Any allocation from a department's fund balance   |  |  | Oversight Comm<br>2/3 County Board   |  |
| □ 9            | Any allocation fro  | Oversight Comm<br>Admin Committee<br>2/3 County Board                          |  |                                      |  |
| 13,98<br>emair | 34 in the 442 fund.<br>ning would be a sn   | <ul> <li>This was the original budg<br/>nall portion of GV-9. GV-10</li> </ul> | ital Projects the Local Revenue was missi<br>get amount as it was assumed the only b<br>), however, was pushed off to 2015 cons<br>of corresponding expenses to this fund for<br>A | illable project<br>truction and is a |  |
| ncrea          | se Decrease   | Account #  | Account Title  | Amount                               |  |
| $\boxtimes$    |   | 442.044.4303   | Local Grant Revenue  | 749,156                              |  |
| $\boxtimes$    | P   | 442.044.6182.200   | Construction Highway   | 749,156<br>749,156                   |  |
|                | -   |  |  | 111.                                 |  |
|                | Squelitie of Depo   |  | HORIZATIONS  |                                      |  |

Revised 4/1/14

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#### BUDGET ADJUSTMENT REQUEST 15-53

| m.   |  |  |  | Approval Level  |
|--|--|--|--|---|
| $\Box$   | Reallocation from  | n one account to another in th   | e same level of appropriation  | Dept Head   |
| □ 2  | <ul> <li>Reallocatio</li> </ul>  |  | nat could include:<br>for tracking or accounting purposes<br>not completed in the prior year   | Director of Admin   |
| □3   |  | ny item within the Outlay acc<br>ands from another level of ap   | count which does not require the<br>propriation  | County Exec   |
| □ 4  |  | ppropriation from an official ordinance change, etc.)  | action taken by the County Board   | County Exec   |
| ]5   | <ul> <li>a) Reallocation<br/>levels of app</li> </ul>  | of up to 10% of the originally<br>propriation (based on lesser of  | y appropriated funds between any<br>of originally appropriated amounts)  | Admin Committee   |
| □ 5  | b) Reallocation of the levels  | of more than 10% of the fun<br>of appropriation.   | nds original appropriated between any  | Oversight Comm<br>2/3 County Board  |
| ⊠ 6  | Reallocation bet   | ween two or more departme  | nts, regardless of amount  | Oversight Comm<br>2/3 County Board  |
| ⊠7   | Any increase in  | expenses with an offsetting i  | ncrease in revenue   | Oversight Comm<br>2/3 County Board  |
| ]8   | Any allocation fro   | om a department's fund bala  | ance   | Oversight Comm<br>2/3 County Board  |
| 9  | Any allocation fro   | om the County's General Fu   | nd   | Oversight Comm<br>Admin Committee<br>2/3 County Board   |
| ıstifi   | cation for Budge   | et Change:   |  |   |
|  |  |  |  |   |
| nis bu<br>nding<br>oups<br>nated   | dget edjustment is to<br>of Park improvement<br>will raise donations<br>diassets.  | ent projects to be administered to<br>to fund the majority of the project<br>ork is fundraising for a playgrour  | wings from the Executive's budget to the Parl<br>by various Friends of the Parks groups. These<br>ects and Brown County will recognize contrib-<br>and at Neshota Park with a total cost of \$35,00<br>to this project.  | se Friends of the Park<br>uted capital for these  |
| his bu<br>inding<br>roups<br>onated<br>he Frid<br>located  | dget adjustment is<br>of Park improveme<br>will raise donations<br>d assets.<br>ends of Neshota Pa<br>\$10,000 of the \$20<br>syside Morrison Llor   | ant projects to be administered to<br>to fund the majority of the project<br>ork is fundraising for a playgrour<br>0,000 Executive salary savings to<br>the Club is fundraising for a new  | by various Friends of the Parks groups. These sits and Brown County will recognize contributed at Neshota Park with a total cost of \$35,00 to this project.  Incided at Way Morr Perk with a total cost of the project.   | se Friends of the Park<br>uted capital for these  |
| nding<br>oups<br>nated<br>ne Fri<br>ocate<br>ne Wa<br>Il allo  | dget adjustment is t<br>of Park improveme<br>will raise donations<br>d assets.<br>ends of Neshota Pa<br>s \$10,000 of the \$20<br>syside Morrison Llor<br>cate \$10,000 of the   | ant projects to be administered a<br>to fund the majority of the projects<br>of the fundraising for a playgrour<br>0,000 Executive salary savings to<br>the Club is fundraising for a new<br>\$20,000 Executive salary savin   | by various Friends of the Parks groups. These sits and Brown County will recognize contributed at Neshota Park with a total cost of \$35,00 to this project.  Incided at Way Morr Perk with a total cost of the project.   | se Friends of the Park uted capital for these  10. Brown County will  \$35,000. Brown County  |
| is building<br>oups<br>nated<br>e Fridocate<br>e Ws<br>I alloo<br>y No.  | dget adjustment is t<br>of Park improveme<br>will raise donations<br>d assets.<br>ends of Neshota Pa<br>\$10,000 of the \$20<br>syside Morrison Lior<br>cate \$10,000 of the<br>rdic Ski Trail group   | ant projects to be administered a<br>to fund the majority of the projects<br>of the fundraising for a playgrour<br>0,000 Executive salary savings to<br>the Club is fundraising for a new<br>\$20,000 Executive salary savin   | by various Friends of the Parks groups. These and Brown County will recognize contributed at Neshota Park with a total cost of \$35,00 to this project.  bridge at Way Morr Park with a total cost of age to this project.   | se Friends of the Park uted capital for these  10. Brown County will  \$35,000. Brown County  |
| is building oups nated ocale e Fridocale e Wallow y North 1  | dget adjustment is t<br>of Park improveme<br>will raise donations<br>d assets.<br>ends of Neshota Pa<br>\$10,000 of the \$20<br>syside Morrison Lior<br>cate \$10,000 of the<br>rdic Ski Trail group   | ant projects to be administered a<br>to fund the majority of the project<br>which is fundraising for a playgrour<br>0,000 Executive salary savings to<br>see Club is fundraising for a new<br>\$20,000 Executive salary saving<br>is fundraising for lighted ski trail   | by various Friends of the Parks groups. These and Brown County will recognize contributed at Neshota Park with a total cost of \$35,00 to this project.  bridge at Way Morr Park with a total cost of ags to this project.  Is at the Reforestation Camp with a total cost   | se Friends of the Park uted capital for these  10. Brown County will  \$35,000. Brown County  of \$270,000.   |
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11a

# No. 11b -- RESOLUTION IN SUPPORT OF BROWN COUNTY TECHNOLOGY SERVICES PROPOSAL OF TABLETS FOR COUNTY BOARD SUPERVISORS.

A motion was made by Supervisor Sieber and seconded by Supervisor De Wane "to refer to Administration Committee pending results of survey". Voice vote taken. Motion carried unanimously with no abstentions.

#### **Special Administration Committee**

# No. 11c -- RESOLUTION TO APPROVE FUNDING FOR THE EXPANSION OF THE SOUTHWEST BRANCH LIBRARY.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the Education and Recreation Committee recommends going forward with the expansion of the Southwest Branch Library; and recommends approval of the bid received from Silvercrest Construction Group of Two Hundred Four Thousand, Five Hundred Dollars (\$204,500) for the expansion; and,

WHEREAS, the Education and Recreation Committee recommends taking Two Hundred Forty-eight Thousand, Five Hundred Thirty-seven Dollars (\$248,537) from the County's General Fund to pay for the expansion, with an additional Forty-four Thousand, Thirty-seven Dollars (\$44,037) of said funds to be used to cover the one-time cost for furniture, fixtures and equipment; and, WHEREAS, Brown County is the owner of the Brown County Library System, which includes the Southwest Branch Library; and,

**WHEREAS**, members of the County Board began reviewing the possibility of an expansion of the Southwest Branch Library several months ago; and,

WHEREAS, Brown County sought out and received bids for said expansion; and,

**WHEREAS**, the Administration Committee has reviewed the recommendation of the Education and Recreation Committee and approves of the expansion of the Southwest Branch Library, and recommends accepting Silvercrest Construction Groups bid and the funding of the project through the General Fund as noted above.

**NOW, THEREFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors does approve of the expansion of the Southwest Branch Library.

**BE IT FURTHER RESOLVED**, that the Brown County Board of Supervisors approves of Silvercrest Construction Group's bid of Two Hundred Four Thousand, Five Hundred Dollars (\$204,500) for said expansion.

**BE IT FURTHER RESOLVED**, that the expansion be funded by taking Two Hundred Forty-eight Thousand, Five Hundred Thirty-seven Dollars (\$248,537) from the County's General Fund, of which Two Hundred Four Thousand, Five Hundred Dollars (\$204,500) will be used for

the expansion, and the additional Forty-four Thousand Thirty-seven Dollars (\$44,037) to be used to cover the one-time cost for furniture, fixtures and equipment.

Respectfully submitted, ADMINISTRATION COMMITTEE

Authored by Corporation Counsel
Approved as to form by Corporation Counsel

Fiscal Note: This resolution requires an appropriation from the General Fund. The Unassigned General Fund balance of \$24,438,108.00 would be reduced by \$248,537.00.

A motion was made by Supervisor Kaye and seconded by Supervisor Clancy "to adopt". Library Director Brian Simons, addressed the Board and answered their questions.

A motion was made by Supervisor Sieber and seconded by Supervisor De Wane "to suspend the rules and allow members of the public to speak". Voice vote taken. Motion carried.

Two members of the public spoke in favor of the Brown County Library System: Lisa Anderson, 894 Elmore Street, Green Bay.
Bill Meindl, 125 W Mission Road, Green Bay

Following discussion, a motion was made by Supervisor Landwehr and seconded by Supervisor Sieber "to return to regular order". Voice vote taken. Motion carried.

A motion was made by Supervisor Robinson and seconded by Supervisor De Wane "that the Board of Supervisors express its support for the full, optimal budget passed by the Library Board at its last meeting". Following discussion, Supervisor Robinson withdrew his motion.

Following further discussion, a motion was made by Supervisor Kaye and seconded by Supervisor Clancy "to approve". Vote taken. Roll call #11c.

Ayes: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Erickson, Zima, Evans, Kaye,

Dantinne, Kaster, Robinson, Clancy, Campbell, Blom, Schadewald, Lund,

Fewell.

Nays: Buckley, Landwehr, La Violette, Katers, Van Dyck, Jamir.

Excused: Haefs, Moynihan.

Total Ayes: 18 Total Nays: 6 Excused: 2

Motion carried.

Approved by: Troy Streckenbach Date: 08/25/2015

# ATTACHMENT TO RESULTION #11C ON THE FOLLOWING PAGE

#### DEPARTMENT OF ADMINISTRATION

# Brown County

305 E. WALNUT STREET P.O. BOX 23600 GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

#### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

| DATE:                                  | August 19, 2015                               |   |                        |
|--|---|---|------------------------|
| REQUEST TO:                            | Brown County Board                            | of Supervisors  |                        |
| MEETING DATE:                          | August 19, 2015                               |   |                        |
| REQUEST FROM:                          | Administration Comm                           | nittee  |                        |
| REQUEST TYPE:                          | New resolution     □ New ordinance            | ☐ Revision to resolution ☐ Revision to ordinance        |                        |
| TITLE: Resolution                      | to approve funding for                        | the expansion of the Southwest                          | Branch Library.        |
| ISSUE/BACKGROU                         | ND INFORMATION:                               |   |                        |
|  | Recreations Committee, expansion of the South | and the Administration Committe<br>west Branch Library. | ee are seeking approva |
| ACTION REQUESTE                        | ED:   |   |                        |
| It is requested that th<br>Library.    | e County Board approve                        | e the funding of the expansion o                        | f the Southwest Branch |
| FISCAL IMPACT:                         |   |   |                        |
| NOTE: This fiscal impact<br>necessary. | t portion is initially complete               | ed by requestor, but verified by the DC                 | OA and updated if      |
| 1. Is there a fiscal i                 | mpact? ⊠ Yes □                                | No  |                        |
| a. If yes, what                        | is the amount of the imp                      | pact? \$248,537.00                                      |                        |
| b. If part of a b                      | igger project, what is the                    | e total amount of the project?                          | \$                     |
| c. Is it currently                     | y budgeted?   Yes                             | s ⊠ No  |                        |
| 1. If yes, i                           | n which account?                              |   |                        |
| 2. If no, he                           | ow will the impact be fun                     | nded? An appropriation from                             | the General Fund       |
|  |   |   |                        |
| □ COPY OF RESOL                        | UTION OR ORDINANO                             | CE IS ATTACHED  |                        |



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#### **Administration Committee and Executive Committee**

# No. 11d -- RESOLUTION RE: REORGANIZATION OF THE CORPORATION COUNSEL TABLE OF ORGANIZATION.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, the Human Resources Department received a request from the Corporation Counsel's office to reorganize the Table of Organization to address deficiencies in the office; and,

**WHEREAS**, there are currently 2.00 FTE Administrative Secretary positions in the Corporation Counsel Table of Organization that assist five attorneys; and

**WHEREAS**, one Administrative Secretary position is currently vacant and the other Administrative Secretary will be retiring in September; and,

WHEREAS, with these vacancies occurring the Corporation Counsel's office conducted a thorough evaluation of the structure and needs of the department and determined a reorganization would serve the County making the office more efficient with two paralegals serving the five attorneys with the training to understand the legal terminology, court system and court documents necessary to complete the job duties; and,

**WHEREAS**, the reorganization request includes the deletion of 2.00 FTE Administrative Secretary positions and the addition of 2.00 FTE Paralegal positions; and,

**WHEREAS**, the cost to make the change from Administrative Secretary position to Paralegal position is currently in the budget for the Corporation Counsel's office; and,

**WHEREAS**, the Human Resources Department has reviewed the reorganization request and in conjunction with the Corporation Counsel Department recommends this change to the Corporation Counsel Table of Organization; and,

**WHEREAS**, it is further recommended that the Paralegal position be placed in Pay Grade 13 of the 2015 Classification Salary Range Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the deletion of 2.00 FTE Administrative Secretary positions and the addition of 2.00 FTE Paralegal positions to the Corporation Counsel's Table of Organization.

**BE IT FURTHER RESOLVED**, the Paralegal position be placed in Pay Grade 13 of the 2015 Classification Salary Range Plan.

**BE IT FURTHER RESOLVED**, the effective dates will be August 24, 2015, for 1.00 FTE Paralegal and September 16, 2015, for 1.00 FTE Paralegal.

Budget Impact: Corporation Counsel Office

| Partial Year Budget Impact (9/01/15 – 12/31/15) | FTE    | Addition/<br>Deletion | Salary     | Fringe     | Total      |
|---|--------|-----------------------|------------|------------|------------|
| Administrative Secretary                        | (1.00) | Deletion              | \$(13,991) | \$( 7,492) | \$(21,484) |
| Administrative Secretary                        | (1.00) | Deletion              | \$(12,820) | \$( 7,312) | \$(20,131) |
| Paralegal                                       | 2.00   | Addition              | \$ 27,026  | \$ 14,837  | \$ 41,863  |
| Partial Year Budget Impact                      |        |                       | \$( 215)   | \$( 33)    | \$( 248)   |

| Annualized Budget Impact | FTE    | Addition/<br>Deletion | Salary     | Fringe     | Total          |
|--------------------------|--------|-----------------------|------------|------------|----------------|
| Administrative Secretary | (1.00) | Deletion              | \$(41,974) | \$(22,477) | \$(<br>64,451) |
| Administrative Secretary | (1.00) | Deletion              | \$(38,459) | \$(21,935) | \$(<br>60,394) |
| Paralegal                | 2.00   | Addition              | \$ 81,078  | \$ 44,511  | \$<br>125,589  |
| Annualized Budget Impact | •      |                       | \$( 645)   | \$( 99)    | \$( 744)       |

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution will result in a savings of \$248.00 for fiscal year 2015.

Respectfully submitted, ADMINISTRATION COMMITTEE EXECUTIVE COMMITTEE

Authored by Corporation Counsel Approved as to form by Corporation Counsel

A motion was made by Supervisor Fewell and seconded by Supervisor Kaye "to approve". Voice vote taken. Motion carried unanimously with no abstentions.

| Approved by:   | Troy Streckenbach  | Date: 08/25/20      | )15 |
|----------------|--|---------------------|-----|
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#### ATTACHMENTS TO RESULTION #11D ON THE FOLLOWING PAGES

#### HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET P.O. BOX 23600 GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wl.us

HUMAN RESOURCES DIRECTOR

#### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

| DATE:            |   | 07/21/15   |  |  |
|------------------|---|--|--|--|
| REQUI            | EST TO:                                   | Administration Comm  | nittee   |  |
| MEETI            | NG DATE:                                  | 07/15/15   |  |  |
| REQUE            | EST FROM:                                 | Warren Kraft<br>Human Resources D  | irector  |  |
| REQUE            | EST TYPE:                                 | ⊠ New resolution  □ New ordinance  | ☐ Revision to resolution ☐ Revision to ordinance   |  |
| TITLE:           | Resolution                                | Regarding Reorganiza   | tion of the Corporation Counse   | Table of Organization                  |
| ISSUE/           | BACKGROU                                  | ND INFORMATION:  |  |  |
| has an<br>ACTION | understanding  N REQUESTE  uested that th | run more efficient. A par<br>p of the legal process wh<br>D:<br>e County Board approve | ralegal position to better meet tralegal is trained in legal terminion in the department of the department of the reorganization in the Corporation in the Corporatio | ology, court procedures and<br>rtment. |
|                  |   | diffilistrative Secretary  | positions and adding 2.00 FTE  | Paralegal positions.                   |
|                  | IMPACT:                                   | f partian is initially complete  | nd by requestor, but verified by the D   |  |
| l. Isti          | nere a fiscal ir                          | mpact? 🛭 Yes 🗆   | No   | OA and updated if necessary.           |
| a.               |   |  | act? (\$248) partial year / (\$744   | ) annualized equipme                   |
| b.               |   |  | total amount of the project?   | S S                                    |
| C.               | Is it currently                           |  |  | .X                                     |
|                  | 1. If yes, in                             | which account?   |  |  |
|                  |   | w will the impact be fun   | ded?   |  |
|                  |   | 5%   |  |  |

□ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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#### BROWN COUNTY POSITION DESCRIPTION

POSITION TITLE:

PARALEGAL

REPORTS TO:

CORPORATION COUNSEL

DEPARTMENT:

CORPORATION COUNSEL

#### JOB SUMMARY:

Performs a variety of highly responsible, confidential and complex secretarial and administrative duties to assist the Corporation Counsel staff attorneys; work performed encompasses general office management, the collection of data for special projects, preparation of complex reports, legal documents and other documents, composition of correspondence and all legal documents including but not limited to petitions, notices, orders and other materials utilizing current word processing and spreadsheet applications.

#### ESSENTIAL DUTIES:

Prepares (independently) documents (orders, petitions, other legal pleadings and documents etc.) for submission to the court. Prepares, types, files and distributes various confidential and complex reports, statistics, contracts, plans, proposals, schedules, legal documents, court orders, public notices, memos, correspondence, purchase orders, promotional materials, news releases, etc. via operation of word processing equipment; maintains the confidential nature of client and business information; completes word processing work in an accurate, effective and timely manner. Reviews files and advises as to whether to proceed with a case and why or why not (burden of proof). Handles legal research for the attorneys as directed.

Assists attorneys with filings of briefs, responses, pleadings and other legal documents electronically.

Organizes and maintains a calendar of appointments, meetings and other events pertaining to the department; ensures calendar is updated with accurate information in a timely manner.

Relieves an administrative superior of routine administrative details such as preparing and processing purchase requisitions, preparing and processing payroll, maintaining personnel files and checking operating reports for accuracy and conformance to policies and standards; ensures the smoother operation of the day-to-day administrative activities. Schedules court hearings with the understanding of the service and notice requirements.

Prepares, maintains, processes and distributes various reports, records, contracts, invoices, legal documents and other documents pertinent to the department's smooth operation; ensures same is in compliance with departmental policies and procedures and is accurate and complete; maintains a detailed and extensive confidential filing system; ensures efficient retrieval of information.

Receives, opens, time-stamps and distributes mail; ensures mail is routed throughout the office.

Receives, screens and routes phone calls; records messages, provides information and answers questions regarding departmental policies and procedures; provides intelligent referrals of all inquiries; routes calls to appropriate destination, records accurate information and resolves complaints in a timely and tactful manner. Relieve the attorney of phone contacts, including but not limited to handling inquiries for commitments, until it is determined that there is adequate information to warrant proceeding.

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Coordinates, monitors and participates in the department's purchasing process; completes purchase orders, researches cost of supplies, monitors departmental budget expenditures, verifies receipt of purchased items, records purchases and routes necessary information to the Finance Department and purchasing division; trains departmental employees in purchasing policies and procedures and ensures compliance with rules and regulations.

Monitor Court of Appeals and Supreme Court cases to alert attorneys.

Processes all department billings; assists contractors in resolving billing problems; authorizes vouchers for payment in absence of the department head in accordance with County policies and procedures.

Assists in the annual budget, annual report and/or bonding plan preparation and distribution; monitors department expenditures; compiles information necessary for budget preparation; ensures information is accurate and completed in a timely manner.

Coordinates and schedules travel arrangements and meetings; completes necessary forms for staff travel and conference/seminars; maintains accurate records of travel expenses.

Assists in the coordination of departmental programs; answers user inquiries and responds to complaints in a courteous and tactful manner.

Assists the department head in collecting data for special projects and prepares a variety of confidential and complex reports; maintains confidentiality of reports.

#### NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

#### MATERIALS AND EQUIPMENT USED:

General office equipment Computer Transcription Equipment

#### MINIMUM QUALIFICATIONS REQUIRED:

#### **Education and Experience:**

Two-year college or technical school degree in Paralegal Studies preferred or Secretarial Science with related field of Paralegal course work/background, plus four years of progressively responsible paralegal/secretarial experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

#### Licenses and Certifications:

Certificate in Paralegal Studies preferred

#### Knowledge, Skills and Abilities:

Knowledge of paralegal/secretarial practices and procedures, legal background and medical terminology helpful. Knowledge of legal research sites and practices.

Knowledge of modern office equipment, practices, and procedures.

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Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulations, pushing and pulling, and operating controls,

Occasional bending, twisting, squatting, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 07/14/2015

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#### **Education and Recreation Committee**

# No. 11e -- RESOLUTION TO APPROVE AN EASEMENT FROM BROWN COUNTY TO THE CITY OF DE PERE FOR A SANITARY SEWER LINE.

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the City of De Pere has requested an easement regarding a sanitary sewer which extends along the west side of the Fox River in the City of De Pere from Prospect Place to the Waste Water Treatment Plant, said easement being ten foot wide located adjacent to the river and within the high water mark on an unmaintained walking trail along the Fox River; and,

**WHEREAS,** Brown County is the owner of said real estate containing said sanitary sewer, which De Pere is requesting the easement for, known as Parcel No. WO-70-1 and described as follows:

A ten foot wide easement to the City of De Pere for sanitary sewer purposes located in part of the Northerly 200 feet of Lot 4 of Subdivision of Private Claim 26 WSFR lying Easterly of Old Highway 41 being part of Private Claim No. 26, West Side of the Fox River, City of De Pere, Brown County, Wisconsin whose centerline is more fully described as follows:

Commencing at MH No. 64 as described in Document No. 2704951, Brown County Records; thence N73°52'21"E, 157 feet more or less to the South line of Lands described in Volume 153, Deeds, Page 414, Brown County Records; thence continuing N73°52'21"E, 246 feet more or less to MH No. 65; thence N70°30'59"E, 44 feet more or less to the North line of said Volume 153, Deeds, Page 414 and the point of ending.

and as shown on the attached map; and,

**WHEREAS**, Brown County and the City of De Pere agree it is in the best interest of the public to grant said easement for sanitary sewer purposes.

**NOW, THERFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors consents to the grant of the Sewer Easement to the City of De Pere, and authorizes execution by the Brown County Executive and the Brown County Clerk of the attached Sewer Easement.

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE

Authored by Zoo & Park Mgmt. – Parks Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not have a.fiscal impact; and therefore does not require an appropriation from the General Fund .

A motion was made by Supervisor Van Dyck and seconded by Supervisor Katers "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

Approved by: Troy Streckenbach Date: 08/25/2015

# ATTACHMENTS TO RESOLUTION #11E ON THE FOLLOWING PAGES

#### PARK MANAGEMENT





1150 BELLEVUE STREET, RM 151 GREEN BAY, WI 54302

MATTHEW M. KRIESE

PHONE (920) 448-4464 FAX (920)448-4054 E-MAIL KRIESE\_MM@CO.BROWN.WI.US

ASSISTANT PARK DIRECTOR

#### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

| ATE:                            |   | 6/23/15  |  |                                   |   |                               |                              |
|---------------------------------|---|--|--|-----------------------------------|---|-------------------------------|------------------------------|
| REQUE                           | ST TO:  | County Board   |  |                                   |   |                               |                              |
| MEETIN                          | IG DATE:  | TBD  |  |                                   |   |                               |                              |
| REQUE                           | ST FROM:  | Matt Kriese  |  |                                   |   |                               |                              |
| REQUE                           | ST TYPE:  | x New resolution   |  |                                   | to resolution<br>to ordinance                     |                               |                              |
| TLE:                            | De Pere   | Sewer Easement the   | rough the Fa   | irgroun                           | nds   |                               |                              |
| SSUE/E                          | BACKGROU  | ND INFORMATION   | l:   |                                   |   |                               |                              |
| aseme<br>ACTION                 | nt on file for  | this parcel and the parcel and | request is to  | create                            | an official eas                                   | sement for pa                 | arcel WD-70-                 |
| valuation the ten The are TSCAL | on that the lo<br>foot wide ea<br>a is currently<br>IMPACT: | ocation of this easen<br>sement is located an<br>y an unmaintained w<br>oct portion is initially con   | nent will not a<br>djacent to the<br>valking trail a | affect o<br>e river a<br>along th | peration or fu<br>and within the<br>se Fox River. | ture use of the ordinary high | ne property.<br>h water mark |
| ecessar                         |   | or portion is instituty con  | npreteu by requ                                      | dealor, L                         | at varmed by in                                   | e DON and up                  |                              |
|                                 | Is there a fis  | cal impact?  | ☐ Yes  | x No                              |   |                               |                              |
| a.                              | If yes, wh  | at is the amount of  | the impact?  | \$                                |   |                               |                              |
| b.                              | If part of  | a bigger project, wh   | at is the tota                                       | amou                              | nt of the proje                                   | ct? \$                        |                              |
| C.                              | Is it co  | urrently budgeted?   | □Y   | es                                | □ No  |                               |                              |
|                                 | 1. If yes   | , in which account?  |  |                                   |   |                               | _                            |
|                                 | 2. If no,   | how will the impact  | be funded?   | -                                 |   |                               |                              |
|                                 |   |  |  |                                   |   |                               |                              |



11e

☐ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



### City of De Pere

925 South Sixth Street De Pere, WI 54115-1199 Phone: 920-339-4072 ext. 2239 Cell: 920-639-1019 Karen Heyrman, P.E. Assistant City Engineer kheyrman@mail.de-pere.org www.de-pere.org

June 10, 2015

BROWN COUNTY P 0 BOX 23600 GREEN BAY WI 54305-3600

Location of Easement:

1500 FT HOWARD AVE, De Pere Wisconsin

WD-70-1

Dear Property Owner:

We met or spoke in January regarding the sanitary sewer extends along the west side of the Fox River in the City of De Pere from Prospect Place to the Waste Water Treatment Plant. This pipe is located on your property at the above location.

Mau & Associates, LLP worked with the City to provide the attached documents to obtain easements where they could not be found. Please provide the required signature(s) and return to me at your earliest convenience. The City will sign submit the documents to Brown County for recording. You will be provided with copies of the recorded document.

Please contact me at the phone number or e-mail address listed at the top of this page with questions.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

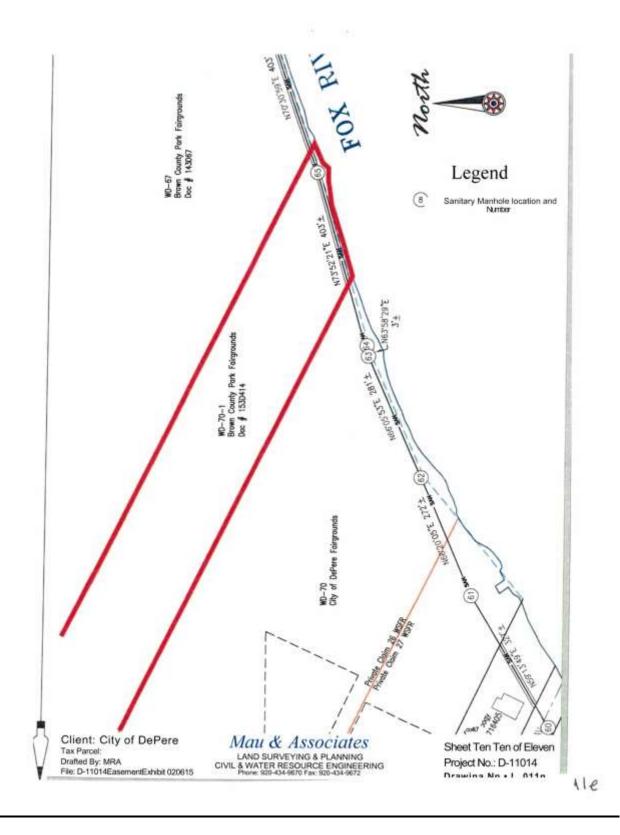
Karen .44. J-feyrman

Karen M. Heyrman, P.E. Assistant City Engineer

CC: Steve Bieda, Mau & Associates Managing Partner Scott Thoresen, De Pere Director of Public Works Eric Rakers, De Pere City Engineer

Q: Legal | West Side Sewer Easements/CE | Sewer-Easement-Letter | 060215.doex

lle



#### SEWER EASEMENT

Document Number

Document Title

This Easement granted by Brown County, Wisconsin, a quasi-municipal corporation, State of Wisconsin, "Grantor," hereby grants and conveys to the City of De Pere, a Wisconsin municipal corporation, "Grantee", and its successors and assigns, for no money but other valuable consideration, the receipt of which is hereby acknowledged by Grantor, a perpetual nonexclusive easement over, under, and through the lands described below for the purposes of constructing installing, repairing, replacing and maintaining a sanitary sewer system and related facilities.

The land over, under and through which said cusement for the sanitary sewer is granted is as follows:

A ten foot wide easement to the City of De Pere for sanitary sewer purposes located in part of the Northerly 200 feet of Lot 4 of Subdivision of Private Claim 26 WSFR lying Easterly of Old Highway 41 being part of Private Claim No. 26, West Side of the Fox River, City of De Pere, Brown County, Wisconsin whose centerline is more fully described as follows:

Commencing at MH No. 64 as described in Document No. 2704951, Brown County Records; thence N 73°52′21°E, 157 feet more or less to the South line of Lands described in Volume 153, Deeds, Page 414, Brown County Records; thence continuing N 73° 52′21″E, 246 feet more or less to MH No. 65; thence N 70° 30′59″E, 44 feet more or less to the North line of said Volume 153, Deeds, Page 414 and the point of ending.

Parcel contains 3,000 square feet, more or less.

Recording Area

Name and Return Address Judith Schmidt-Lehman City of De Pere 335 S. Broadway De Pere, WI 54115

WD-70-1

Parcel Identification Number (PIN)

It is expressly understood and agreed that Grantor and its successors shall have and retain all rights to
the use and occupation of said easement area, including the right to build thereon as they see fit, providing that such use and occupation and any
building erected thereon, will not, disturb, damage, destroy, injure or obstruct such sewer easement or part thereof. Grantee agrees not to
construct any building, structure, or other permanent improvement over or under the above described area.

In addition to the above permanent easement, Grantor hereby grants unto Grantee a temporary construction easement, over, under and through the above described property and Grantor's adjacent land for construction, maintenance and replacement purposes, and shall do so in a way that is least inconvenient to Grantor. After construction, maintenance and replacement, this temporary construction easement shall revert back to the property owner and be void. Grantee agrees to restore, after completion of construction, maintenance or replacement, the property to its previous condition, or as close thereto as possible.

This Easement shall run with the land and is binding upon and shall inure to the benefit of the heirs, successors and assigns of the parties hereto.

| Dated this day of 2015.  |  |
|--|--|
| BROWN COUNTY   |  |
| By:  | By:  |
| Troy J. Streckenbach, County Executive   | Sandy Juno, County Clerk   |
| State of Wisconsin ) ) ss.   | State of Wisconsin )   |
| County of Brown )  | County of Brown )  |
| Personally came before me this day of 2015, the above named Troy J.  Streckenbach, County Executive of Brown County, to me known to be the person who  executed the foregoing instrument and  acknowledged the same. | Personally came before me thisday of, 2015, the above named Sandy Juno, County Clerk of Brown County, to me known to be the person who executed the foregoing instrument and acknowledge the same. |
| Notary Public<br>My commission (expires) (is):   | Notary Public<br>My commission (expires) (is):   |

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No. 11f & 11g taken out of order after agenda Item #9.

#### **Executive Committee**

# No. 11h -- RESOLUTION ADOPTING BROWN COUNTY'S 2015 FIVE-YEAR CAPITAL IMPROVEMENT PLAN.

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**WHEREAS**, Brown County has developed a Five-Year Capital Improvement Plan (CIP) for the period 2016 through 2020; and

**WHEREAS**, a Capital Improvement Plan is an excellent planning document to assist the County in realizing the goals of the plan and to provide a pathway for implementing those plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the Brown County 2016 Five Year Capital Improvement Plan attached hereto be adopted.

Respectfully submitted,

**EXECUTIVE COMMITEEE** 

Authored By: Department of Administration Approved as to form by Corporation Counsel

**Fiscal Note:** This resolution does not require an appropriation from the County General Fund. The projects listed under 2016 in the attached Five-Year CIP will be included in the 2016 Proposed Budget for final approval. Projects listed under 2017-2020 will be reevaluated and updated every year and approved by inclusion in the annual CIP and budget process.

A motion was made by Supervisor Dantinne and seconded by Supervisor Sieber "to adopt". Voice vote taken. Motion carried with Supervisor Van Dyck voting Nay.

After Supervisor Van Dyck's Nay vote, a roll call vote was taken. Roll call #11h.

Ayes: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Erickson, Zima, Evans, Kaye,

Buckley, Landwehr, Dantinne, La Violette, Katers, Kaster, Jamir, Robinson,

Clancy, Campbell, Blom, Schadewald, Lund, Fewell.

Nays: Van Dyck.

Excused: Haefs, Moynihan.

Total Ayes: 23 Total Nays: 1 Total Excused: 2

Motion Carried.

| Approved by: | Troy Streckenbach | Date: 08/25/2015 |
|--------------|-------------------|------------------|
|              |                   |                  |

# ATTACHMENTS TO RESOLUTION #11H ON THE FOLLOWING PAGES

2016 Capital Project 5-Year Outlook Summary Education, Culture, & Recreation As of 6/30/2015

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# 2016 Capital Project 5-Year Outlook Summary Planning, Development, & Transportation

As of 6/30/2015

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# 2018 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

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|--|---|---------|--|---------|---|-----------|-----------|---|---------|-----------------------------------|--|--|---|-----------|--|---|---------|-----------|---|---------|---------|---|---------|---|-------------|-----------|---|-----------|-----------|-----------|---|-------------------------------|--|------------------------|----------------------------|
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| 1,535,000  | 000 SEE T                                     |         |  |         |   |           |           |   | 36      |                                   | 92000000000000000000000000000000000000 | 3.300,000                                    | 2,650,000                               |           | 2,385,000  |   | 00      | 12        |   |         |         |   | -       |   |             |           | + "   |           |           |           | 4 |                               | E                                      | 2000                   |                            |
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| 96131609   | 52 368 365                                    | 375,292 | 270,000                                | 0000000 | 4.000,000                                   | 600,000   | 3,460,000 | 2,475,000   | 0001000 | FEBRUARY                          | derriver.                              | OCCUPANT C                                   | 26000000                                | 6.455,000 | 2,735,000  | 250,000   | 750,000 | cherett   | 3,500,742                               | 212/196 | 607000  | 402000  | AMERICA | 2000000   | 27.0 25.0 1 | 1305.011  | 1609 114  | 1744.947  | 2 773 959 |           |   | 2000,000                      |  | Teath                  |                            |

This project has alwardy been approved. Staff is working to secure additional zon-book funding.
 If the Brown Chundy had were to resch fall capacity, the cost of a new poor would be roughly 524 million in 2020.

# 2016 Capital Project 5-Year Outlook Summary Planning, Development, & Transportation

D= Deta Service G-Grants and Adds. G = Operatory Revenues M - Managed Furth P - Property Str. (8 - Sermed State College Ser - 16 Street
2016 CAPITAL IMPROVEMENTS PROGRAM - NON BONDING REQUESTS As of 6/30/2015

|  |   |   |                                     |  |                                  |   |  |   |  |  |                              |  |  |   |  |  |   |   |   |   | Public Works |           |                                   | Part and Resource Repowers |   |   |                               |   |  |                                    |   |                                     |   |  |  |                                    |  |  | TRANSFORTATION: | STANDARD DESCRIPTION OF STREET | MOSMITHE           |
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| 250,000  |   |   |                                     |  | -                                |   |  |   | 1  | 204,500  | 225,600                      | 000,000  | 250,000  | 1,000,000                               |  |  |   |   |   |   |              |           |                                   |                            |   |   |                               |   |  |                                    |   |                                     | 737,169   | 81973972   | 252,643  |                                    |  |  |                 | 2000                           | Marie Control      |
| 250,000<br>- 000,000   |   |   |                                     |  |                                  |   | 106,791  | SPC BLY   | 463.320  |  |                              |  |  | Ť                                       |  | ,  |   | ,   |   |   |              | 200,000   | 1989981                           |                            |   |   |                               |   |  | 130,248                            | 168,730   | 768,220                             |   | 000000000000000000000000000000000000000              | 4,056,259  |                                    |  | ×.   |                 | attac                          |                    |
| 250,000  | 5   |   | 220000                              | 310,000                                | 350.000                          | 2,807,500   |  |   |  |  |                              |  |  |   |  |  |   |   |   |   |              |           | 1                                 |                            |   | - Contract                                | 237,004                       | 53.505  | 1.118,903  | 1.534.003                          |   |                                     |   |  |  |                                    |  |  |                 | 4186                           |                    |
| 290,000  | 250,000   | 290,000                                 | 000,000                             |  |                                  |   |  |   |  |  |                              |  |  |   |  |  |   |   |   |   |              | E000.000  |                                   |                            | *************************************** | 200 000                                   | 2 136 193                     | 000,118   |  |                                    | 213.565   |                                     |   |  |  |                                    |  | ¥  |                 | 200                            |                    |
| 0000501  | CONTRACTOR                                      | 2000000                                 | 2000000                             | 000000                                 | 260.000                          | 2,907,500   | 910,339  | A76.366   | 021.120  | 204,500  | 225,000                      | 350,000  | 350,000  | 130,000                                 | 91.435                                     | 207,722  | 60,000  | 000 05C   | 658'RIV                                     |   |              | 6,200,000 | 1,886,483                         |                            | *************************************** | Services.                                 | OBI LILE                      | 0015 808  | 1116 997   | 15675071                           | 260.260   | 768.230                             | 117.169   | 2,963,618  | 4.00 304   | 200100                             |  | 3.545.681  |                 | 14604                          |                    |

2016 Capital Project 5-Year Outlook Summary
Public Safety

PLANNEL DEVELOPMENT, & TRANSPORTATION Public Wools Ker für Ferding Besotz:

D+ Dest Strokes: G-Gesets softlicke: O+Operating Reservats: 81 + Municipal Funds. F + Property Eas. GF + General Fund Statutor: 96 + 197 Operating. DEFT TEST New Jad Pod Phase I 2016 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP) manual Usystogeness, a transportation relat MORE DESCRIPTION As of 6/30/2015 2018 2017 100 100 2000 1004

\*\* If the Brown County Jali were to reach full capacity, the cost of a new pod would be roughly \$24 million in 2020.

DWSKOW OTHERWISE ADMINISTRATOR SERVICES TECHNISE SERVICES

#### Planning, Development & Transportation Committee

# No. 11i -- ORDINANCE DEALING WITH REVISION OF SPEED ZONE ON CTH V. VILLAGE OF BELLEVUE.

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

<u>Section 1</u> - Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

# County Trunk Highway "V", Village of Bellevue (Lime Kiln Road)

Thirty-five miles per hour from its intersection with the Fox Valley & Western Railroad crossing; thence southerly along C.T.H. V to C.T.H. O/Allouez Avenue Town Hall Road.

Forty-five miles per hour for all vehicles from the intersection of CTH "GV" (Monroe Road) Town Hall Road, southerly to the intersection with Whitney Road.

<u>Section 2 -</u> This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

PLANNING, DEVELOPMENT & TRANSPORTATION

Authored by: Public Works - Highway Division

Final Draft Approved as to form by Corporation Counsel

<u>Fiscal Impact</u>: This amendment does not require an appropriation from the General Fund. This work will be funded from the 2015 sign installation budget under the Highway Division of Public Works.

A motion was made by Supervisor La Violette and seconded by Supervisor Kaye "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

| Approved by: | Troy Streckenbach, County Executive     | Date: 08/25/2015 |
|--------------|---|------------------|
| Approved by: | Sandra Juno, County Clerk               | Date: 08/24/2015 |
| Approved by: | Thomas Lund, County Board Chair Pro Tem | Date: 08/28/2015 |

#### ATTACHMENTS TO ORDINANCE #11i

#### ON THE FOLLOWING PAGES.

#### PUBLIC WORKS DEPARTMENT

# Brown County

2198 GLENDALE AVENUE GREEN BAY, WI 54303

PAUL H. VAN NOIE

PHONE (920) 662-2160 FAX (920) 434-4576 EMAIL: bc\_highway@co.brown.wi.us

DIRECTOR

Meeting: Planning, Development & Transportation Committee

Meeting Date: 7/27/15 Public Works Report

REPORT TO:

PD&T Committee

REPORT FROM:

Paul Van Noie

Public Works Director

AGENDA ITEM:

Ordinance Dealing With Revision of Speed Zone on CTH V, Village of

Bellevue

ACTION REQUESTED: Ordinance

ISSUE: Ensure the safety of the traveling public of Brown County.

#### BACKGROUND INFORMATION:

See the attached Speed Study for CTH V from Town Hall Road to CTH GV.

RECOMMENDATION ACTION BY COMMITTEE: Recommend the PD&T Committee approve the Ordinance and forward to the County Board of Supervisors for approval and implementation.

#### ALTERNATIVES:

The Committee could take the following action:

- Table the ordinance
- Decline the ordinance
- Amend/change the ordinance

#### FISCAL IMPACT:

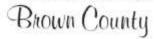
Is there a fiscal impact?
 Is it currently budgeted?
 If budgeted, which line?
 Amount?

#### SUPPORTING INFORMATION:

See the attached Speed Study for CTH V from Town Hall Road to CTH GV.

11:

#### PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE GREEN BAY, WI 54303 PHONE (920) 492-4925 FAX (920) 434-4576 EMAIL: bc\_highway@co.brown.wi.us

PAUL H. VAN NOIE

DIRECTOR

#### SPEED STUDY FOR CTH V FROM Town Hall Road To CTH GV

#### **Background Information**

From the Wisconsin Transportation Bulletin No. 21:

"The state has set speed limits for all roads. However, municipalities can change speed limits for their roads under authority and guidelines in the Wisconsin Statutes."

"Power to set speed limits rests with the state. Local or state officials have authority to change these limits within the limitations in Chapter 349.11 (see Table 1). They must conduct an engineering and traffic investigation to determine a reasonable and safe speed limit. The limit must then be legally adopted by the local authority and appropriate signs erected."

"Engineering studies should include the following:"

- 85<sup>th</sup> Percentile Speed
- Reported Accidents
- Development / Driveway Access
- Sight Distances
- Road Geometrics
- Parking and Pedestrian/Bicycle Conflicts
- Pavement Surface
- Enforcement Level

#### **Current Roadway**

The portion of CTH V from STH 172 to CTH GV will be reconstructed starting in July 2015 with anticipated completion in October. The new roadway will be an urbanized two-lane roadway with sloped curb and gutter.

Between Town Hall Road to CTH GV the roadway will have a two-way-left turn lane as this section of roadway has a number of businesses along the east side of the roadway and it is anticipated there will be more development with business access along the west side of the roadway. In addition, Central Drive is in this section of roadway and is only 300' away from CTH GV.

Between Daly Drive and Town Hall Road there will be limited access due to the floodplain on the east side of the road (making the land unbuildable in that area). Along the west side of the roadway new business development will be routed to either Landmark Boulevard or future Town Hall Road.

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There is no parking along CTH V and there will be a shared use path on the east side of the roadway from Daly Drive to CTH GV.

The existing speed limit is 45 mph.

The traffic volume in 2012 was 8,200 ADT, and between 2001 (3,300 ADT) and 2012 (8,200 ADT) the traffic volume more than doubled. With the recent construction of Costco and more large scale planned development along this section of CTH V, it is possible to see traffic volumes between 12,000 ADT to 15,000 ADT – especially between Landmark Boulevard and CTH GV.

#### Speed Study Results:

#### 85th Percentile Speed

A speed study was not performed for this section of roadway. The section of roadway being recommended to change to a 35 mph speed will be a 3-lane urban section with a two-way left turn lane which will accommodate driveways along this section of road as well as Central Drive. The additional turning movement in this area is the reason we are recommending a 35 mph speed limit for this section of CTH V.

#### Road Geometrics

There are no sight distance issues or road geometric issues in terms of horizontal or vertical alignments.

#### Enforcement

The existing enforcement level is complaint based. After the speed limits change the Brown County Sheriff Office will have a presence for a period of time to make sure people are traveling within the new speed limit.

#### Recommendation

Brown County Public Works recommends a posted speed limit of 35 mph from Town Hall Road to CTH GV based on the above information. The Village of Bellevue supports a 35 mph posted speed limit. We do not recommend lowering the speed limit south of Town Hall Road at this time as there will be limited access and the new construction is addressing old safety concerns. If future development significantly increases traffic volumes south of Town Hall Road the speed limit can be re-examined at that time.

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Table 1
Speed Limits and Authority to Change

| Fixed Limits – Statute 346.57(4) <sup>(a)</sup>  | Local Government Authority <sup>(b)</sup> – Statute 349.11(3 and (7) <sup>(a)</sup>               |
|--|---|
| 65 mph – Freeway / Expressway  | WisDOT only.  |
| 55 mph – State Trunk Highways (STHs)   | WisDOT only.  |
| 55 mph – County Trunk Highways (CTHs), town roads  | Lower the speed limit by 10 MPH or less.  |
| 45 mph – Rustic roads  | Lower the speed limit by 15 MPH or less.  |
| 35 mph – Town road (1,000' min) with 150' driveway spacing                                   | Lower the speed limit by 10 MPH or less.  |
| 25 mph – Inside corporate limits of a city or village<br>(other than outlying district)      | Raise the speed limit to 55 mph or less.<br>Lower the speed limit by 10 mph or less.              |
| 35 mph – Outlying district <sup>(c)</sup> within city or village<br>limits                   | Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.                 |
| 35 mph – Semi-urban district <sup>ial</sup> outside corporate<br>limits of a city or village | Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.                 |
| 15 mph – School zone, when conditions are met  | Raise the speed limit to that of the roadway.<br>Lower the speed limit by 10 MPH or less.         |
| 15 mph – School crossing, when conditions are met  | Raise the speed limit to that of the adjacent street.<br>Lower the speed limit by 10 MPH or less. |
| 15 mph – Pedestrian safety zone with public<br>transit vehicle stopped                       | No changes permitted.   |
| 15 mph – Alley   | Lower by 10 MPH or less.  |
| 15 mph – Street or town road adjacent to a public park                                       | Lower by 10 MPH or less.  |
| Construction or maintenance zones, as appropriate <sup>le)</sup>                             | State and local agencies have authority to establish.   |

#### Notes:

- (a) Source: Updated 2007-2008 Wisconsin Statutes Database
- (b) All speed limit changes shall be based on a traffic engineering study, including modifications allowed under State Statute. Local governments can implement speed limit changes on the local road system without WisDOT approval when proposals are within the constraints identified above.
- (c) Per Statute 346.57(1)(ar) "outlying district" is an area contiguous to any highway within the corporate limits of a city or village where on each side of the highway within any 1,000 feet buildings are spaced on average more than 200 feet apart.
- (d) Per Statute 346.57(1)(b) "semiurban district" is an area contiguous to any highway where on either or both sides of the highway within any 1,000 feet buildings are spaced on average more than 200 feet apart.
- (e) Guidance on establishing speed limits in work zones is available in http://dotnet/dtid\_bho/extranet/manuals/tgm/13/13-05-06.pdf.

Modified from original found in WisDOT Traffic Guidelines Manual, Chapter 13-5-1, Figure 1, June 2009.

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# No. 11j -- ORDINANCE DEALING WITH REVISION OF SPEED ZONE ON CTY C, TOWN OF PITTSFIELD AND VILLAGE OF HOWARD.

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

<u>Section 1</u> - Section 340.0003, Schedule A of the Brown County Code is hereby amended as follows:

# County Trunk Highway "C", Town of Pittsfield and Village of Howard

Thirty-five miles per hour from a point 0.41 of a mile southeast of Glendale Avenue, the intersection of CTH FF, northwesterly to its intersection with Marley Road.

# <u>Section 2 -</u> This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

PLANNING, DEVELOPMENT & TRANSPORTATION

Authored by: Public Works - Highway Division

Final Draft Approved as to form by Corporation Counsel

Fiscal Impact: This amendment does not require an appropriation from the General Fund. This work will be funded from the 2015 sign installation budget under the Highway Division of Public Works.

A motion was made by Supervisor Schadewald and seconded by Supervisor Blom "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

| Approved by: | Troy Streckenbach, County Executive     | _ Date: 08/25/2015 |
|--------------|---|--------------------|
| Approved by: | Sandra Juno, County Clerk               | _ Date: 08/24/2015 |
| Approved by: | Thomas Lund, County Board Chair Pro Tem | Date: 08/28/2015   |

# ATTACHMENTS TO ORDINANCE #11J ON THE FOLLOWING PAGES.

#### PUBLIC WORKS DEPARTMENT

# Brown County

2198 GLENDALE AVENUE GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576

EMAIL: bc\_highway@co.brown.wi.us

PAUL H. VAN NOIE

DIRECTOR

Meeting: Planning, Development & Transportation Committee

Meeting Date: 7/27/15 Public Works Report

REPORT TO:

PD&T Committee

REPORT FROM:

Paul Van Noie

Public Works Director

AGENDA ITEM:

Ordinance Dealing With Revision of Speed Zone on CTH C, Town of

Pittsfield and Village of Howard

ACTION REQUESTED: Ordinance

ISSUE: Ensure the safety of the traveling public of Brown County.

BACKGROUND INFORMATION:

See the attached Speed Study for CTH C from CTH FF to Marley Road

RECOMMENDATION ACTION BY COMMITTEE: Recommend the PD&T Committee approve the Ordinance and forward to the County Board of Supervisors for approval and implementation.

#### ALTERNATIVES:

The Committee could take the following action:

- Table the ordinance
- Decline the ordinance
- Amend/change the ordinance

#### FISCAL IMPACT:

1. Is there a fiscal impact? No 2. Is it currently budgeted? No N/A

If budgeted, which line?

4. Amount? \$0

#### SUPPORTING INFORMATION:

See the attached Speed Study for CTH C from CTH FF to Marley Road

lli

#### PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE GREEN BAY, WI 54303 PHONE (920) 492-4925 FAX (920) 434-4576 EMAIL: bc\_highway@co.brown wl.us

PAUL H. VAN NOIE DIRECTOR

#### SPEED STUDY FOR CTH C FROM CTH FF to Marley Road

#### Background Information

From the Wisconsin Transportation Bulletin No. 21:

"The state has set speed limits for all roads. However, municipalities can change speed limits for their roads under authority and guidelines in the Wisconsin Statutes."

"Power to set speed limits rests with the state. Local or state officials have authority to change these limits within the limitations in Chapter 349.11 (see Table 1). They must conduct an engineering and traffic investigation to determine a reasonable and safe speed limit. The limit must then be legally adopted by the local authority and appropriate signs erected."

"Engineering studies should include the following:"

- 85<sup>th</sup> Percentile Speed
- Reported Accidents
- Development / Driveway Access
- Sight Distances
- Road Geometrics
- Parking and Pedestrian/Bicycle Conflicts
- Pavement Surface
- Enforcement Level

#### **Current Roadway**

CTH C from CTH FF to Marley Road currently has varying speed limits including sections that are 35 mph and 45 mph. The 45 mph section of roadway includes 1.6 miles of CTH C from CTH FF to the northwest.

The roadway is very narrow with 22-feet of pavement and 66-feet of right-of-way. The minimum clear zone for a 45-mph rural roadway with 1,500 vehicles per day is 16°. There are trees and power poles only 10° off the edge of the roadway – well within the clear zone creating an unsafe condition. At 35 mph the clear zone required drops to 10-12° which is more in line with the conditions on CTH C.

CTH C is expected to see an increase in traffic volume as Howard develops with more home construction in this area. Brown County has applied for STP-Urban money to reconstruct the road at a future date (dependent on funding) to urbanize the road. The future project will require additional right-of-way and will widen the roadway. It is anticipated the roadway will have vertical-face curb and gutter and will have a 35 mph speed limit.

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11;



CTH C Looking West in the Current 45 mph Zone

The traffic volume in 2009 was 1,400 ADT, and is expected to increase to 3,000 vehicles per day in the next five to ten years. There is no parking along CTH C.

#### Speed Study Results:

#### 85th Percentile Speed

A speed study was not performed for this section of roadway. The section of roadway being recommended to change to a 35 mph speed does not meet standards for clear zone requirements making higher speeds potentially unsafe.

#### Road Geometrics & Accidents

There are geometric concerns with CTH C including horizontal curvature, narrow roadway, and poor intersection geometry. Over the past 5 years there have been 16 accidents on CTH C with 13 of them occurring at the intersection of CTH C and Greenfield Avenue. This intersection is currently in the section of roadway posted 45 mph. Eight of the accidents were severe or very severe with four involving injuries – one with serious injuries.

#### Enforcement

The existing enforcement level is complaint based. After the speed limits change the Brown County Sheriff Office will have a presence for a period of time to make sure people are traveling within the new speed limit.

#### Recommendation

Brown County Public Works recommends a posted speed limit of 35 mph from CTH FF to Marley Road based on the above information. When the roadway is reconstructed to an urban section, the 35 mph speed limit should be appropriate as well.

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Table 1
Speed Limits and Authority to Change

| Fixed Limits - Statute 346.57(4) <sup>(a)</sup>  | Local Government Authority <sup>(b)</sup> – Statute 349.11(3 and (7) <sup>(a)</sup>               |
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| 65 mph – Freeway / Expressway  | WisDOT only.  |
| 55 mph – State Trunk Highways (STHs)   | WisDOT only.  |
| 55 mph – County Trunk Highways (CTHs), town roads  | Lower the speed limit by 10 MPH or less.  |
| 45 mph – Rustic roads  | Lower the speed limit by 15 MPH or less.  |
| 35 mph – Town road (1,000' min) with 150' driveway spacing                                   | Lower the speed limit by 10 MPH or less.  |
| 25 mph – Inside corporate limits of a city or village<br>(other than outlying district)      | Raise the speed limit to 55 mph or less.<br>Lower the speed limit by 10 mph or less.              |
| 35 mph – Outlying district <sup>(c)</sup> within city or village<br>limits                   | Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.                 |
| 35 mph – Semi-urban district <sup>(d)</sup> outside corporate<br>limits of a city or village | Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.                 |
| 15 mph – School zone, when conditions are met  | Raise the speed limit to that of the roadway.<br>Lower the speed limit by 10 MPH or less.         |
| 15 mph – School crossing, when conditions are<br>met   | Raise the speed limit to that of the adjacent street.<br>Lower the speed limit by 10 MPH or less. |
| 15 mph – Pedestrian safety zone with public<br>transit vehicle stopped                       | No changes permitted.   |
| 15 mph – Alley   | Lower by 10 MPH or less.  |
| 15 mph – Street or town road adjacent to a public park                                       | Lower by 10 MPH or less.  |
| Construction or maintenance zones, as<br>appropriate <sup>(e)</sup>                          | State and local agencies have authority to establish.   |

#### Notes:

- (a) Source: Updated 2007-2008 Wisconsin Statutes Database
- (b) All speed limit changes shall be based on a traffic engineering study, including modifications allowed under State Statute. Local governments can implement speed limit changes on the local road system without WisDOT approval when proposals are within the constraints identified above.
- (c) Per Statute 346.57(1)(ar) "outlying district" is an area contiguous to any highway within the corporate limits of a city or village where on each side of the highway within any 1,000 feet buildings are spaced on average more than 200 feet apart.
- (d) Per Statute 346.57(1)(b) "semiurban district" is an area contiguous to any highway where on either or both sides of the highway within any 1,000 feet buildings are spaced on average more than 200 feet apart.
- (e) Guidance on establishing speed limits in work zones is available in http://dotnet/dtid\_bho/extranet/manuals/tgm/13/13-05-06.pdf.

Modified from original found in WisDOT Traffic Guidelines Manual, Chapter 13-5-1, Figure 1, June 2009.

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# No. 11k -- RESOLUTION RE: RESCINDING MAY 21, 2014 RENARD ISLAND CAUSEWAY OWNERSHIP TRANSFER RESOLUTION.

A motion was made by Supervisor De Wane and seconded by Supervisor Sieber "to receive and place on file". Voice vote taken. Motion carried unanimously with no abstentions.

No. 11I -- RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT – HOUSING PROGRAM FOR SMALL CITIES.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Federal monies are available under the Wisconsin Community Development Block Grant housing program, administered by the State of Wisconsin, Department of Administration, Division of Housing, for the purpose of housing activities; and,

WHEREAS, after public meeting and due consideration, the Brown County Planning, Development and Transportation Committee has recommended that an application be submitted to the State of Wisconsin for the projects benefitting low to moderate income persons within the 10-County Northeastern Wisconsin Region, including owner-occupied housing unit rehabilitation, rental housing unit rehabilitation, and owner-occupied housing unit purchase down payment assistance; and,

WHEREAS, it is necessary for the Brown County Board of Supervisors to approve the preparation and filing of an application for Brown County to receive funds from this program; and,

**WHEREAS**, the Brown County Board of Supervisors has reviewed the need for the proposed projects and the regional benefits to be gained therefrom.

- **NOW, THEREFORE, BE IT RESOLVED**, that the County Board of Supervisors of Brown County approves and authorizes the preparation and filing of an application for the above-named projects; and,
- **BE IT FURTHER RESOLVED**, that the Brown County Executive is hereby authorized to sign all necessary documents on behalf of Brown County; and,
- **BE IT FURTHER RESOLVED**, that authority is hereby granted to the Brown County Planning and Land Services Department staff to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this resolution.

Respectfully submitted,

# PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE

Authored by: Brown County Planning Commission Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not require and appropriation from the General Fund. This resolution seeks additional community Development Block Grant dollars for the County.

Approved by: \_\_\_\_\_ Troy Streckenbach \_\_\_\_ Date: 08/25/2015

| A motion was mad  | ide by Supervisor Dantinne and seconded by Supervisor Campbell "to add | pt". |
|-------------------|--|------|
| Voice vote taken. | Motion passed unanimously with no abstentions.                         |      |
|                   |  |      |

# ATTACHMENTS TO RESOLUTION #11L ON THE FOLLOWING PAGES.

#### PLANNING COMMISSION





305 E. WALNUT STREET, ROOM 320 P.O. BOX 23600 GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487 WEB SITE www.co.brown.wi.us/planning PLANNING DIRECTOR

#### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

| DATE:   | June 16, 2015  |   |  |
|---|--|---|--|
| REQUEST TO:   | Planning, Development, and Transportation  |   |  |
| MEETING DATE:   | July 27, 2015  |   |  |
| REQUEST FROM:   | Chuck Lamine<br>Planning and Land Services Department  |   |  |
| REQUEST TYPE:   |  | evision to resolution   |  |
|   | ☐ New ordinance ☐ Re   | evision to ordinance  |  |
| TITLE: Authorizin   | g Submittal of Northeastern Regi   | on CDBG-Housing Small Cities Grant Application  |  |
| ISSUE/BACKGROU  | IND INFORMATION:   |   |  |
| loans to low-moderal<br>roofs, siding, window<br>loan is recorded as a<br>the principal place of<br>used to create a revo<br>totaling \$1.08 million<br>pro-rated portion of it<br>salary/fringe for five | te income homeowners to fund revs, septic systems, wells, electrical mortgage on the home and is part residence of the applicant; typical loving loan fund. To date, the proint in projects. The program pays for internal Brown County administral PALS staff for their time spent on application to the Wisconsin Departure. | ogram provides 0% interest, deferred payment<br>apairs to their homes. Typical repairs include<br>al, plumbing, and structural/foundation work. The<br>ayable in full at such time as the home is no longe<br>ally when the home is sold. Repaid loans will be<br>gram has obligated funds for a total of 53 project<br>or all administration and project costs, including a<br>tive chargebacks, and all or portions of<br>the program. The subject resolution authorizes<br>artment of Administration to recapitalize the project |  |
|   |  | mittal of a CDBG-Housing Small Cities Grant   |  |
|   | County Planning Commission st  |   |  |
| FISCAL IMPACT:<br>NOTE: This fiscal impa  | act portion is initially completed by requ   | estor, but verified by the DOA and updated if necessary.  |  |
| 1. Is there a fiscal  | impact? ☐ Yes ☒ No   |   |  |
| a. If yes, what   | is the amount of the impact?   | \$  |  |
| b. If part of a b   | pigger project, what is the total an   | nount of the project?   |  |
| c. Is it current  | tly budgeted? ☐ Yes ⊠ No   | 0   |  |

If awarded, will be identified in 2016 and future budgets

If awarded, grant covers all project and

⊠ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

If no, how will the impact be funded? administrative expenses.

1. If yes, in which account?

IIL

#### PLANNING COMMISSION

# Brown County





CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487 WEB SITE www.co.brown.wl.us/planning

GREEN BAY, WISCONSIN 54305-3600

PLANNING DIRECTOR

#### MEMORANDUM

DATE:

June 16, 2015

TO:

Brown County Planning, Development, and Transportation Committee

FROM:

Aaron Schuette, Principal Planner

RE:

Northeastern Wisconsin Community Development Block Grant - Housing Program

Application Submittal Resolution

Since 2014, Brown County has been administering a Community Development Block Grant (CDBG) - Housing program for a 10-county region of Northeastern Wisconsin that provides zero percent interest, deferred payment loans to rental unit owners and low-moderate income homeowners to rehabilitate their housing units. Low-moderate income residents of the counties of: Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago are eligible for the program, provided they do not live in the CDBGentitlement cities of Appleton, Fond du Lac, Green Bay, Neenah, Oshkosh, or Sheboygan. Residents of these cities have access to similar programs by virtue of these cities receiving CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD).

Loans through the program are recorded as mortgages on the subject properties, and are payable in full at such time as the home is no longer the principal place of residence of the applicant; generally when the home is sold. Typical rehabilitation projects have included replacement roofs, siding, windows, wells, private on-site wastewater treatment systems (POWTS), and repairs of electrical, plumbing, heating or structural/foundational issues with the homes. I have included a copy of the flyer used to market the program within the region for your

As of the end of June, 2015, 53 projects totaling over \$1.08 million in project funds have been obligated or expended on projects across the region. Approximately \$2 million in project funds remain for obligation through the remainder of 2015 and 2016. The program funds all Brown County administration and project costs, including a pro-rated portion of internal Brown County administrative chargebacks, and all or portions of salary/fringe for five PALS staff for their time spent on the program. If approved by the Brown County Board of Supervisors, the subject resolution authorizes submittal of a grant application to the Wisconsin Department of Administration to recapitalize the project fund for future years.



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If you have any questions prior to the Planning, Development, and Transportation Committee meeting on July 27, please feel free to call me at (920) 448-6486 or email me at schuette\_am@co.brown.wi.us.

#### Enclosures

#### AS:km

cc: Chuck Lamine, Brown County Planning and Land Services Director Kathy Meyer, Brown County Planning and Land Services Administrative Coordinator Erica Bendickson, Brown County Department of Administration Accountant

ILL

# Northeastern Wisconsin Housing Rehabilitation CDBG Loan Program



\*Serving the Counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago

Homeowners - If your home is in need of repairs, you may qualify for home rehabilitation assistance through the NE Wisconsin Community Development Block Grant (CDBG) - Housing Loan Program:

- Minimum loan amount of \$1,000.
- Maximum loan up to 50% of the value of the home.
- Loans are offered at 0% interest.
- No loan payments are required until the home is sold, refinanced, or is no longer the primary residence of the applicant. Loans lasting 30 years may be re-recorded for up to another 30 years.
- The loan is secured by a mortgage on the property.
- Activities generally may include:
  - Private septic system replacement
  - · Private well replacement
  - · Roof repair/replacement
  - · Lead paint and asbestos remediation
  - · Door/window replacement
- · Plumbing/electrical/HVAC repairs
- · Siding repair/replacement
- Accessibility improvements for individuals with disabilities
- · Other general improvements

Landlords – 0% Installment loans are available for rental unit repairs provided the unit is/will be rented to tenants who are low or moderate income. Contact the program administrator for more details.

**Door County** - 0% interest, deferred payment loans are available to assist with purchasing a home, including down payment and closing costs.

#### General Homeowner Eligibility Requirements

- Gross household income must be at or below 80% of the median county income.
   Income limits may be found here:
  - http://doa.wi.gov/Documents/DOH/Household Income Limits.pdf
- · Applicant must own the home being repaired.
- Applicant must live in the home as the primary residence.
- Home must meet Housing Quality Standards (HQS) after the work is completed.



#### Contact Information

For additional information on the program, please contact:

Todd D. Mead, Planner I Brown County Planning Commission 305 E. Walnut Street, 3<sup>rd</sup> Floor, Green Bay, WI 54301 mead\_td@co.brown.wi.us\_(920) 448-6485

 Residents of the Cities of Appleton, Fond du Lac, Green Bay, Neenah, Oshkosh, and Sheboygan should contact their respective cities for information on similar programs.

The Community Development Black Program is an equal apportunity program. Wamen and minarities are encouraged to apply This publication anafor the activities described herein were funded by the State of Wisconsin - Department of Administration Division of Hausing and U.S. Department of Housing and Urban Development, and prepared by the Brown County Planning Commission. REVISEO 05/2015



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#### **Land Conservation Subcommittee and Executive Committee**

### No. 11m -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION FOR LAND AND WATER CONSERVATION PROJECT MANAGER.

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

**WHEREAS**, the Human Resources department has received a table of organization change request from the Land and Water Conservation Department; and

**WHEREAS**, the Land and Water Conservation Department currently has 2.00 FTE Project Manager positions in their table of organization; and

**WHEREAS**, one of the positions became vacant when the employee was approved as the new County Conservationist; and

**WHEREAS**, the Project Manager position is funded by the Natural Resource Damage Assessment Program (NRDA) Grant, which Grant funding will be inadequate for a fulltime position after 2016; and

**WHEREAS**, the department has requested reducing the vacant position to 0.50 FTE to extend the life of the West Shore Pike Habitat Project and allow time to search for and secure additional funding; and

WHEREAS, existing staff will provide additional support as needed; and

WHEREAS, the Human Resources Department has reviewed the request and in conjunction with the Land and Water Conservation Department recommends that the vacant 1.00 FTE Project Manager position be reduced to 0.50 FTE in the Land and Water Conservation table of organization.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that 1.00 FTE Project Manager position be reduced to 0.50 FTE in the Land and Water Conservation table of organization.

Budget Impact: Land and Water Conservation

| Partial Year Budget Impact (8/11/15-12/31/15) | FTE    | Addition/<br>Deletion | Salary     | Fringe    | Total      |
|---|--------|-----------------------|------------|-----------|------------|
| Project Manager                               | (1.00) | Deletion              | \$(21,589) | \$(9,997) | \$(31,586) |
| Project Manager                               | 0.50   | Addition              | \$ 8,667   | \$ 4,671  | \$ 13,338  |
| Partial Year Budget Impact                    |        |                       | \$(12,922) | \$(5,326) | \$(18,248) |

| Annualized Budget Impact | FTE    | Addition/<br>Deletion | Salary     | Fringe     | Total      |
|--------------------------|--------|-----------------------|------------|------------|------------|
| Project Manager          | (1.00) | Deletion              | \$(51,813) | \$(23,993) | \$(75,806) |
| Project Manager          | 0.50   | Addition              | \$20,800   | \$11,210   | \$ 32,010  |
| Annualized Budget impact |        |                       | \$(31,013) | \$(12,783) | \$(43,796) |

Note: This position is funded by a reimbursement type grant that allows funding of the position

up to the awarded grant amount. By reducing the position to 0.50 FTE, the awarded amount will be spread over a longer period of time.

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution allows Land and Water Conservation to use the unspent grant dollars for the .50 Project Manager in 2016. There is no levy savings.

Respectfully submitted,
PLANNING, DEVELOPMENT &
TRANSPORTATION
COMMITTEE
EXECUTIVE COMMITTEE

Authored by Human Resources Approved as to form by Corporation Counsel

| A motion was ma   | de by Supervisor Sieber and | I seconded by $\S$ | Supervisor I | Dantinne ' | "to adopt". |
|-------------------|-----------------------------|--------------------|--------------|------------|-------------|
| Voice vote taken. | Motion carried unanimously  | with no abster     | ntions.      |            |             |

| Approved by: | Troy Streckenbach | Date: 08/25/2015 |
|--------------|-------------------|------------------|
| Approved by: | Troy Streckenbach | Date: U8/25/2015 |

## ATTACHMENTS TO RESOLUTION #11M ON THE FOLLOWING PAGES.

#### HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET P.O. BOX 23600 GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

#### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

| -  |  | 07/10/15   |   |       |  |  |
|--|--|--|---|-------|--|--|
| KEQ  | UEST TO:   | Planning, Development & Committee  |   |       |  |  |
| MEETING DATE: 07/22/15   |  |  |   |       |  |  |
| REQ  | UEST FROM:   | Warren Kraft<br>Human Resources  | s Director  |       |  |  |
|  |  | New resolution     □ New ordinance   |   |       |  |  |
| TITLE  | E: Resolution<br>Project Ma  | n Regarding Change<br>anager   | in Table of Organization for Land and Water Conservation  | n –   |  |  |
| ssu  | E/BACKGROU   | ND INFORMATION:  |   |       |  |  |
| able   | or organization  | due to the previous e<br>position will be exhau  | Project Manager position in the Land and Water Conserva<br>employee being approved as the new County Conservatio<br>usted after 2016.   | nist. |  |  |
| Redu   | ON REQUESTE<br>ce the Project N  | Manager position from  | n 1.00 FTE to 0.50 FTE to extend the life of the West Shor  | e     |  |  |
| Redu   | ce the Project N   | Manager position from  | n 1.00 FTE to 0.50 FTE to extend the life of the West Shorth for and secure additional funding.   | re    |  |  |
| Redui<br>Pike H  | ce the Project National Republic Republ | fanager position from<br>allowing time to searc  | th for and secure additional funding.   |       |  |  |
| Redui<br>Pike H<br>ISC   | ce the Project N<br>labitat Project a<br>AL IMPACT:<br>This fiscal Impac   | fanager position from<br>allowing time to searc<br>at portion is initially compl   | th for and secure additional funding.  Interest and secure additional funding.  |       |  |  |
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□ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

#### BROWN COUNTY POSITION DESCRIPTION

POSITION TITLE: PROJECT MANAGER

REPORTS TO: COUNTY CONSERVATIONIST

DEPARTMENT: LAND AND WATER CONSERVATION

#### JOB SUMMARY

Manages the planning, development, and implementation of assigned projects administered by the Land and Water Conservation Department. Ensure that project goals and objectives are obtained and state and/or grant requirements are met. Instructs and trains staff.

#### ESSENTIAL DUTIES

Sets long-range goals, objectives, organizational structure, and overall direction by writing an Annual Project Plan of Work; prepare a workload analysis scheduling project work commitments for the succeeding year in order to receive State and/or Federal grant funding; plans and directs activities associated with Land and Water Conservation projects; ensures daily work is in compliance with long-term goals of the department; reviews performance to ensure timely completion of work.

Conducts presentations to the County Board along with other various county committees, DNR, DATCP, State Land Conservation Board, and legislative committees as well as making speeches at civic and business associations; state and local conservation/sportsman organizations; towns and county associations; farm groups etc.

Assist County Conservationist with various reports and plans including: the annual budget, annual work plan, workload analysis, state and federal grant applications, accomplishment reports and quarterly monitoring reports; ensures the accuracy, completeness, and timeliness of the same.

Prepares and participates in informational and educational activities by serving on committees and planning events Land and Water Conservation projects; maintains current knowledge of issues, concerns and topics related to the same.

#### NON-ESSENTIAL DUTIES

Performs related functions as assigned.

#### MATERIALS AND EQUIPMENT USED

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Computer Vehicle Survey equipment Audio/Visual equipment

#### MINIMUM QUALIFICATIONS REQUIRED:

#### **Education and Experience:**

B.S. or Associate Degree in Agronomy, Natural Resource Management, Soil Science, Watershed Management or a related field of study or a combination of training and direct experience.

5 years of experience in soil or natural resources conservation related position or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

#### Licenses and Certifications:

Valid Driver's License

#### Knowledge, Skills, and Abilities:

Knowledge of Wisconsin State Statues regarding conservation programs administered by the County and other state soil and water programs.

Knowledge of County water and soil standards, DNR and DATCP programs and reporting procedures.

Knowledge of County and township zoning ordinances.

Knowledge of the Brown County Code of Ordinances.

Knowledge of the economics of conservation practices.

Knowledge of animal biology as it relates to environmental conditions.

Knowledge of basic farming practices.

Knowledge of conservation processes and how they can be applied for solutions to conservation issues.

Knowledge of watershed planning and implementation principles.

Ability to analyze data and formulate solutions to erosion and conservation problems.

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Ability to interpret aerial photographs.

Ability to use transit and conduct topographical surveys.

Ability to teach and train other staff members regarding conservation practices.

Ability to promote and persuade landowners to use proven conservation ideas.

Ability to address hostile citizens and employees in a tactful manner.

Ability to establish and maintain effective working relationships with employees, landowners, contractors, government officials, and the public.

Ability to communicate effectively both orally and in writing.

#### **Physical Demands:**

Ability to walk long distances in fields, along uneven terrain.

Intermittent sitting, standing, and walking; occasional driving.

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Tolerating exposure to outside elements such as heat, cold, dust, pollen and fumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Distinguishing sounds at various frequencies and volumes.

New: 01/01/14

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# State of Wisconsin Department of Natural Resources Bureau of Community Financial Assistance (CF/2) Post Office Box 7921 Madison, Wisconsin 53707-7921

#### Lower Fox River and Green Bay Natural Resource Damage Assessment Program

#### -- GRANT AGREEMENT --

NOTE: Fallure to return a signed form to the Department of Natural Resources will result in the denial of grant funds. The information contained in this form will be used to establish reimbursement eligibility for the Natural Resources Damage Assessment Program. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

| Grant Number<br>NRDA-05-Brown County-04  | Project/Grant Period From January 1, 2012, through December 31, 2014  |  | Total Grant Amount<br>\$ 200,000.00 |
|--|---|--|-------------------------------------|
| Project Name<br>West Shore Pike Habitat Pro  | SHIPMS ALCOHOLOGY AND   | it, anoign boombol of, to it   | 0 200,000.00                        |
| Project Sponsor<br>Brown County Land Conserv   | ation Department  |  |                                     |
| Authorized Representative and Co<br>James Jolly, Program Manag<br>Telephone Number: 920-391<br>Fax Number: 920-391-4617<br>E-mail Address: jolly_jr@co | er<br>-4620   | DNR Coordinator<br>Name: Mary Rose Teves<br>Phone Number: 608-267-768<br>E-mail Address: Mary Teves@ |                                     |
| Contact Address<br>1150 Bellevue Street  |   |  |                                     |
| City, Zip Code, County<br>Green Bay, 54302-2259, Bro   | wn County   |  |                                     |
| PART 2. PROJECT BUDGE  |   |  | BANK MARKETON                       |
| NOTE: Line items below cannot be   | exceeded without prior approval   | and amendment to this grant agreement.   | DNR Share                           |
| 2. Eligible Best Ma  | nagement Practices and F  |  | \$ 20,000                           |
| <ul> <li>a. Vegetative Rip.</li> <li>b. Wetland Resto</li> </ul>   |   | Flat Rate of \$2,500/acre<br>Flat Rate of \$1,500/acre   |                                     |
| c. Critical Area St  | ATTOM TO STATE OF THE STATE OF | Flat Rate of \$1,300/acre  |                                     |
| d. Streambank Sh   | aping and Seeding   | 0% of actual costs   |                                     |
| e. Culvert replace   | ment for impediments  | 100%   |                                     |
|  |   | BMP SUBTOTAL   | \$180,000                           |

#### PART 3. PURPOSE AND SCOPE

3. Total Grant Award

This grant agreement provides funding and authorizes cost-share reimbursement by the DNR for Phase 3 of this project and timeframe specified in Part 1 above. The authorized scope of activity for this project is defined on page two.

The PROJECT SPONSOR must return the original agreement signed by the authorized official within 30 days of the date on the cover letter.

The Total Grant Award listed under Part 2 above is the maximum amount that the DNR will reimburse under this grant. This is a reimbursement program. This means that the PROJECT SPONSOR must first issue payment to the participating landowners, then request reimbursement from the DEPARTMENT. Reimbursement requests must include proofs of payment. Proofs of payment include, but are not limited to, cancelled checks and county vouchers.

Progress reports demonstrating activity completed to-date and future completion timelines must also be submitted every six months to the DNR Coordinator listed in Part 1 above.

Reimbursement restrictions, project eligibility specifications, and other project scope limitations continue on the reverse of this page. Additional grant conditions appear in Part 4.

-- SCOPE CONTINUED (OVER) --

\$200,000

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Lower Fox River and Green Bay Natural Resource Damage Assessment Program Grant Number NRDA-05-Brown County-04

Page 2 of 4

#### PART 3: PURPOSE AND SCOPE (continued)

Through this grant, the Brown County Land Conservation Department (LCD) will continue to establish riparian buffers and restore wetland areas along intermittent and perennial streams in the Suamico and Little Suamico watersheds that have high potential for spawning and rearing areas for northern pike. These buffers will be preserved through the use of permanent land use restrictions and will reduce sediments, nutrients, and pesticides from entering streams from cropland. The result will be protected spawning habitat and quality plankton production areas needed for feeding young pike. This project will improve adult pike access to upstream spawning and rearing habitat sites. This project will focus on willing landowners in the the watershed. The LCD will provide staff time; staff time and support costs totaling no more than \$20,000 are eligible for reimbursement by the DNR.

The LCD will enter into a written agreement with each willing landowner indicating:

- Name and amount of each practice to be installed;
- Level of financial assistance to be provided by the LCD;
- Practice Installation deadlines;
- Practice maintenance requirements:
- · LCD monitoring efforts; and
- Any other information the LCD deems appropriate.

The LCD will provide flat-rate payments to eligible landowners for the installation of the following conservation practices:

- Vegetative Riparian Buffers
- Wetland Restoration
- Critical Area Stabilization

The LCD will reimburse eligible landowners for costs the landowner first incurs when installing Streambank Shaping and Seeding.

The LCD agrees to follow Technical Standards developed by the US Dept of Agriculture, Natural Resources Conservation Service, Wisconsin State Office, for the conservation practices listed in Part 2 of this agreement.

Any enforcement action taken against landowners for failing to comply with practices maintenance requirements will be initiated by the LCD. The Department of Natural Resources and other interested parties are specifically excluded from taking enforcement actions.

The LCD will issue a "Declaration of Land Use Restrictions" to every participating landowner. This Declaration will be recorded at the Brown County Register of Deeds Office thereby requiring that the practices run with the land and are maintained in perpetuity.

The LCD will monitor the maintenance of practices installed for a period of 10 years following practice installation.

#### PART 4. GENERAL CONDITIONS

- The State of Wisconsin Department of Natural Resources (DEPARTMENT) and the Brown County Land Conservation Department (PROJECT SPONSOR) mutually agree to perform this agreement in accordance with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached hereto and made a part hereof.
- 2. This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded. Any revisions, including cost adjustments, must be made by an amendment to this agreement or other written documentation, signed by both parties, prior to the termination date of the agreement.
- The DEPARTMENT hereby promises, in consideration of the covenants and agreements made by the PROJECT SPONSOR herein, to obligate for the PROJECT SPONSOR the amount of \$200,000.00, and to tender to the PROJECT SPONSOR that portion of the obligation which is required to pay for eligible project costs. The PROJECT SPONSOR hereby promises, in consideration of the promises made by the DEPARTMENT herein, to execute the project described herein in accordance with this agreement.

- 4. The DEPARTMENT agrees that the PROJECT SPONSOR shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided herein. The DEPARTMENT reserves the right only to inspect the job site or premises for the sole purpose of insuring that the performance is progressing or has been completed in compliance with the agreement. The DEPARTMENT takes no responsibility for supervision or direction of the performance of the agreement by the PROJECT SPONSOR or the Sponsor's employees or agents. The PROJECT SPONSOR is an Independent Contractor for all purposes, not an employee or agent of the DEPARTMENT. The DEPARTMENT further agrees that it will exercise no control over the selection or dismissal of the PROJECT SPONSOR's employees or agents.
- The PROJECT SPONSOR agrees to comply with cost-containment provisions in s. NR 120.19, Wis. Admin. Code, reimbursement procedures in s. NR 120.21, Wis. Admin. Code, and record retention and auditing requirements contained in s. NR 120.26, Wis. Admin. Code, during the execution of this agreement.
- The PROJECT SPONSOR may decline the offer of financial assistance provided through this agreement in writing at
  any time prior to the starting of the project and before expending any funds. After the project has been started or
  funds expended, this agreement may be rescinded, modified, or amended only by mutual agreement in writing.
- 7. Failure by the PROJECT SPONSOR to comply with the terms of this agreement shall not cause the suspension of all obligations of the DEPARTMENT hereunder if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the PROJECT SPONSOR. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the DEPARTMENT's discretion.
- 8. The PROJECT SPONSOR agrees to save, hold harmless, defend, and indemnify the State of Wisconsin, the DEPARTMENT and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or ornissions of PROJECT SPONSOR's employees, agents or representatives.
- 9. The PROJECT SPONSOR agrees to reimburse the DEPARTMENT for any and all funds the DEPARTMENT deems appropriate in the event the PROJECT SPONSOR fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this agreement. In addition, should the PROJECT SPONSOR fail to comply with the conditions of this agreement, fail to progress due to nonappropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment.
- 16. In connection with the performance of work under this agreement, the PROJECT SPONSOR agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5). Wis. Status, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the PROJECT SPONSOR further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The PROJECT SPONSOR agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
- Data and information acquired as part of the project shall be reported to the DEPARTMENT in the format specified by the DEPARTMENT's Coordinator (see Part 1 of this agreement).
- 12. Accounting for project funds shall conform to generally accepted accounting principles and practices, and shall be recorded by the PROJECT SPONSOR in a separate account. All financial records, including invoices and canceled checks, that support all project costs claimed by the Sponsor, shall be kept and made available for inspection for 3 years after final payment is issued by the DEPARTMENT.

Lower Fox River and Green Bay Natural Resource Damage Assessment Program Grant Number NRDA-05-Brown County-04

Page 4 of 4

13. Final reimbursement claims must be submitted within two (2) months from the project end date. The PROJECT SPONSOR may submit quarterly reimbursement for grant eligible costs. Reimbursement requests must be accompanied documentation for the costs being claimed.

#### PART 5. INELIGIBLE COSTS

- Costs incurred, or work performed, either prior to or after the grant period (see Part 1).
- Costs incurred, or work performed, either prior to or after the grant period (see Fat 1).
   Costs for installation of a best management practice not listed under Part 2 of this grant agreement.
   Costs that exceed or do not satisfy cost containment procedures described in ch. NR 120, Wis. Adm. Code.
   Costs to perform operation and maintenance of eligible best management practices.

| FOR THE PROJECT SPONSOR<br>By:                       | FOR THE STATE OF WISCONSIN By   |
|--|---|
| Authorized Representative Signature  Program Manager | Mary Rose Teves, Director<br>Bureau of Community Financial Assistance |
| Title / / / / / / / / / / / / / / / / / / /          | Tuember 1, 2011   |
| Date Signed  | Date Signed /   |

IIm

#### No. 12, 13, 14, 15, 16, 17 -- OPEN AND CLOSED SESSIONS DELETED FROM AGENDA.

#### No. 18 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

#### **Late Communication:**

No. 18a -- FROM SUPERVISOR GRUSZYNSKI: THAT THE BROWN COUNTY BOARD, IN COLLABORATION WITH STAFF, THE LIBRARY BOARD AND THE COMMUNITY, BUILD A COMPREHENSIVE PLAN TO UPDATE AGING LIBRARY FACILITIES, ESPECIALLY CENTRAL LIBRARY, TO IMPROVE THE QUALITY OF SERVICE, EFFICIENCY, SPACE AND BUDGET.

Refer to Education & Recreation and Planning, Development & Transportation Committees

No. 18b -- FROM SUPERVISOR SCHADEWALD: THIS COMMUNICATION IS MY REQUEST FOR A STATEMENT OF ROBERT'S RULES OF ORDER - PARLIAMENTARY PROCEDURE BE PROVIDED TO EACH COUNTY BOARD MEMBER.

#### **Refer to Executive Committee**

#### No. 19 -- BILLS OVER \$5,000 FOR PERIOD ENDING JULY 31, 2015.

A motion was made by Supervisor Robinson and seconded by Supervisor Clancy "to pay the bills for the period ending July 31, 2015". Voice vote taken. Motion carried unanimously with no abstentions.

#### No. 20 -- CLOSING ROLL CALL.

Present: Sieber, De Wane, Nicholson, Hoyer, Gruszynski, Erickson, Zima, Evans, Kaye,

Buckley, Landwehr, Dantinne, La Violette, Katers, Kaster, Van Dyck, Jamir,

Robinson, Clancy, Campbell, Blom, Schadewald, Lund, Fewell

Excused: Moynihan, Haefs

Total Present: 24

No. 21 -- ADJOURNMENT TO WEDNESDAY, SEPTEMBER 16, 2015 AT 7:00 P.M., LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET, GREEN BAY, WISCONSIN.

A motion was made by Supervisor Gruszynski and seconded by Supervisor Hoyer "to adjourn to the above date and time." Voice vote taken. Motion carried unanimously with no abstentions.

| Meeting adjourned at _ | 10:32 p.m. |                           |
|------------------------|------------|---------------------------|
|                        |            |                           |
|                        |            | <u>lsl Sandra L. Juno</u> |
|                        |            | SANDRA L. JUNO            |
|                        |            | Brown County Clerk        |